



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Board Meeting
Wednesday, June 6, 2018

7:00 P.M. Regular Board Meeting

Community Center
1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday June 6, 2018

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of regular meeting for May 16, 2018.
2. Approve DRAFT minutes of special Budget meeting for May 22, 2018.
3. Approve Register of District Invoices.
4. Approve Resolution No. 2018-06 Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2018/19.

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report
2. Sheriff's Office Report
3. CHP Report

E. LIAISON REPORTS

F. BUSINESS AND ACTION ITEMS

1. Discussion and Possible Action regarding the Annual Review of Board Policies.
2. Discussion and Possible Action to Acquire the Sanitation Facilities at the Harbor Bay Condominiums Tract No. 6274.
3. Discussion and Possible Action regarding the Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets.
4. Discussion and Possible Action regarding the call for Vote for Special District Representative to the County Wide Redevelopment Agency.

G. MANAGER'S REPORT

H. DIRECTORS' REPORTS

1. Standing Committee Reports
2. Other Reportable Items

I. GENERAL MANAGER'S REPORT

J. CORRESPONDENCE RECEIVED

1. Received from the Byron Municipal Advisory Council DRAFT meeting minutes from March 28, 2018.

K. FUTURE AGENDA ITEMS

L. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

M. CLOSED SESSION:

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)
One Potential Case

N. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

O. ADJOURNMENT

1. Adjourn to the next regular meeting of June 20, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday May 16, 2018
REGULAR MEETING 7:00 P.M.**

**Community Center
1601 Discovery Bay Boulevard, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Graves
2. Pledge of Allegiance – Led by Director Steele.
3. Roll Call – All present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approve DRAFT minutes of special Closed Session for May 1, 2018.
2. Approve DRAFT minutes of regular meeting for May 2, 2018.
3. Approve Register of District Invoices.
4. Approve 2018 Program, Activities, and Event Fee Waivers.
5. Approve a Letter in Opposition to Assembly Bill 2065 to Assembly Member Ting.

Motion by: Vice-President Mayer to approve the Consent Calendar.

Second by: Director Pease.

Vote: Motion Carried – AYES: 5, NOES: 0

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report.

Battalion Chief Ross Macumber – Provided the details regarding the East Contra Costa Fire Protection District report for the month of April. Additional updates related to the vehicle accidents, fire season, Joint Outreach with American Medical Response (CPR and AED Demonstration), and Logo change for ECCFPD. There was discussion related to the vehicle accidents.

E. PRESENTATIONS

1. Lions Club check presentation to the Town for the remaining funds from Summer Jam in 2017.
2. Lions Club check presentation to the Town from the “Paws on Parade” event held Saturday, April 28, 2018.

Recreation Programs Supervisor Kaiser introduced Lions Club Representatives; checks provided for Summer Jam in 2017 (\$2,856.74) and the “Paws on Parade” (\$2,305.00).

F. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of April 2018.

Project Manager Sadler – Provided the details of the April 2018 Monthly Operations Report. There was discussion regarding the PG&E outage and the response time related to the generators at the Lift Stations.

G. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding the Contra Costa County General Election to consider Resolution 2018-05 related to the November 6, 2018 Elections.

General Manager Davies – Provided the details of the November 6, 2018 Contra Costa County General Elections related to the three Board Seats expiring, the candidate statements, and details related to the event of a tie vote.

Motion by: Director Pease to approve draft Resolution No. 2018-05 ordering the Board of Directors elections on November 6, 2018, the District's draft specifications for the election in the "Notice to County Elections Official – Special District Worksheet" and the "Elected Officials and Terms of Office" report; and direct the General Manager to provide these documents to the Contra Costa County Clerk-Recorder-Elections Department by July 5, 2018.

Second by: Director Leete

Vote: Motion Carried – AYES: 5, NOES: 0

H. DIRECTORS' REPORTS

1. Standing Committee Reports.

President Graves – Provided details of the May 10, 2018 Internal Operations meeting – No report.

Director Steele – Provided details regarding Parks and Recreation related to the Paws on Parade Event and the Swim Team.

Vice-President Mayer – Provided details of the Ladies Real Estate Luncheon related to the Water Meter Installation Project and the forecast for new development in Discovery Bay (Pantages and Newport Pointe).

2. Other Reportable Items.

I. MANAGER'S REPORT

None

J. GENERAL MANAGER'S REPORT

General Manager Davies – Provided details regarding upcoming interviews for Staff Vacancies

K. CORRESPONDENCE RECEIVED

L. FUTURE AGENDA ITEMS

None

The regular meeting adjourned at 7:20 p.m. to the Closed Session.

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item N-1; change (one Potential Case).

N. CLOSED SESSION:

1. Conference with Legal Counsel—Anticipated Litigation Pursuant to Government Code Section 54956.9(b)

Two Potential Cases

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – Reporting from Closed Session on item N-1 and there is no reportable action.

P. ADJOURNMENT

1. The meeting adjourned at 7:35 p.m. to the regular meeting on June 6, 2018 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-17-18

<http://www.todb.ca.gov/agendas-minutes>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

MINUTES OF A SPECIAL BUDGET MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Tuesday, May 22, 2018

BUDGET MEETING – 3:30 P.M. – 5:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

BUDGET MEETING at 3:30 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 3:42 p.m. – By Vice-President Mayer..
2. Roll Call – All present with the exception of President Graves and Director Leete. President Graves arrived at 3:52 p.m.

B. PUBLIC COMMENTS (Public Comments will be limited to a 3-minute time limit)

None

C. DISCUSSION ITEM

1. Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets. Finance Manager Breitstein – Provided the Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets related to the overview of Discovery Bay, County Zones, Recreation Services, terms of the Board of Directors, Message from the General Manager, and each department key achievements (Finance, Water and Wastewater, Lighting and Landscaping, Recreation, General Counsel, and Water and Wastewater Engineering). Recreation Programs Supervisor Kaiser – Provided an update related to the highlights and goals within the recreation department. Finance Manager Breitstein – Provided additional details regarding the Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets related to an overview of Water and Wastewater Engineering, Mission, Vision, Goals, and Values, Strategic Goals, Salary and Wages (minimum wage adjustment), the Budget Cycle, and the Budget overview. Provided a thorough explanation of each line item within the Budget; there was discussion related to the plan for a new Well, a Rate Study, Xpress Bill Pay transactions, Property Taxes, Cross-Connection Survey, Budget title changes, upcoming Denitrification Project, Tennis Club Fundraising, Splash Pad, and the plan for Town vehicles (rotating within the District every five years).

D. ADJOURNMENT

1. The meeting adjourned at 5:30 p.m. to the next Regular meeting of June 6, 2017 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 05-23-18

<http://www.todb.ca.gov/agendas-minutes>



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 06, 2018

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices.

Recommended Action

Staff recommends that the Board approve the listed invoices for payment.

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 740,656.70

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2017/2018.

AGENDA ITEM: C-3

For The Meeting On June 06, 2018
Town of Discovery Bay CSD
For Fiscal Year's 7/17 - 6/18

| | |
|--|---------------------|
| Veolia Water North America | \$390,670.58 |
| Pacific Gas & Electric | \$79,501.65 |
| Croce, Sanguinetti & Vander Veen, Inc. | \$42,220.00 |
| Water Meter Installation Payment Return | \$40,646.89 |
| Town of Discovery Bay, CSD | \$38,578.18 |
| J.W. Backhoe & Construction, Inc. | \$36,514.22 |
| Stantec Consulting Services Inc | \$33,420.00 |
| CaliforniaChoice Benefit Admin | \$12,867.38 |
| Neumiller & Beardslee | \$9,477.40 |
| National Meter & Automation, Inc. | \$9,374.45 |
| Utility Crane & Equipment, Inc. | \$7,867.61 |
| Badger Meter | \$5,340.89 |
| Freedom Mailing Service, Inc | \$4,302.07 |
| Discovery Bay River Otters Booster Club | \$3,430.00 |
| Gemini Group L.L.C. | \$3,200.57 |
| Upper Case Printing, Ink. | \$2,757.62 |
| Office Team | \$2,525.44 |
| Watersavers Irrigation Inc. | \$1,651.90 |
| U.S. Bank | \$1,650.00 |
| Luhdorff & Scalmanini | \$1,544.05 |
| SDRMA | \$1,206.92 |
| Univar | \$1,202.97 |
| TASC | \$1,016.64 |
| Office Depot | \$866.69 |
| Aflac | \$744.54 |
| Leslie's Pool Supplies, Inc. | \$725.24 |
| Verizon Wireless | \$709.70 |
| Kevin Graves | \$690.00 |
| Chris Steele | \$575.00 |
| William Mayer | \$575.00 |
| Lucia Peters | \$567.00 |
| Matrix Trust Co TPA# 207 | \$521.87 |
| Cintas | \$480.33 |
| Comcast | \$427.46 |
| Contra Costa Health Services | \$402.00 |
| Ricoh USA, Inc | \$401.48 |
| Robert Leete | \$345.00 |
| Bailey Bautista | \$296.71 |
| ReliaStar Life Insurance Company | \$275.00 |
| Department of Justice | \$245.00 |
| Bill Pease | \$230.00 |
| Contra Costa Fire Equipment | \$228.40 |
| Alhambra | \$110.83 |
| Lesley Marable | \$92.87 |
| Discovery Pest Control | \$68.00 |
| Shred-It USA-Concord | \$59.65 |
| County Of Contra Costa, Dept of Info Tec | \$51.50 |
| | <hr/> |
| | \$740,656.70 |



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 06, 2018

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Annual Discovery Bay Lighting and Landscape Zone #8 Appropriations Limit for FY 2018/19 – Adopt and Approve Resolution No. 2018-06.

Recommended Action

Adoption of Resolution No. 2018-06, establishing the Discovery Bay Lighting and Landscape Zone #8 2018/19 Appropriation Limit.

Executive Summary

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the Town of Discovery Bay Community Services District (District) is responsible for identifying its appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN limit.

Staff has collected the necessary information from the California Department of Finance and has calculated the Appropriations Limit for Zone 8 for FY 2018/19 to be \$644,137.32. The calculation is based on last year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change.

Staff requests that the Board review and adopt Resolution No. 2018-06, which establishes the FY 2018/19 Appropriation's Limit for Discovery Bay Lighting and Landscape Zone #8 at \$644,137.32

Fiscal Impact:

None

Previous Relevant Board Actions for This Item

None

Attachments

Resolution No. 2018-06
Department of Finance – Price and Population Information (May 2018)
(DB Zone 8) Appropriation Limit Calculation Worksheet

AGENDA ITEM: C-4



**TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT**

RESOLUTION 2018-06

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY,
A CALIFORNIA COMMUNITY SERVICES DISTRICT,
ANNUAL DISCOVERY BAY LIGHTING AND LANDSCAPE ZONE #8
APPROPRIATIONS LIMIT FOR FY 2018/19**

WHEREAS, Section 7910 of the Government Code requires that each year the governing body of each local jurisdiction establish an appropriations limit for each jurisdiction for the following fiscal year pursuant to Article XIII B of the California Constitution; and

WHEREAS, Article XIII B of the California Constitution provides for the establishing of an appropriations limit based on the change in the cost of living shall be either the percentage change in California per capita personal income from the preceding year, or the percentage change in the local assessment roll from the preceding year for the jurisdiction due to the addition of local non-residential new construction; and

WHEREAS, the percentage change in California per capita personal income is available for the unincorporated areas of Contra Costa County, therefore, the Town of Discovery Bay Community Services District staff has calculated the Appropriation Limit using the change factors as permitted by Article XIII B of the California Constitution; and

WHEREAS, the calculated Appropriation Limit for the Discovery Bay Lighting and Landscape Zone 8 for the FY 2018-2019 is \$644,137.32 as reflected in Attachment A.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Board of Directors selects the percentage change in California per capita personal income from the preceding year as a factor to be used in calculating appropriations limits; and

SECTION 2. The Board of Directors selects the change of population within the unincorporated area of Contra Costa County as the change of population factor to be used in establishing the appropriation limit; and

SECTION 3. The appropriations limit for the District for FY 2018-19 for the Discovery Bay Lighting and Landscape Zone 8 is hereby established at \$644,137.32; and

SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6th DAY OF JUNE, 2018.

Kevin Graves
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regularly scheduled meeting, held on June 6, 2018, by the following vote of the Board:

AYES:
NOES:
ABSENT:
ABSTAIN:

Michael R. Davies
Board Secretary



May 2018

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2018, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2018-19. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2018-19 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2018.**

Please Note: The prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

AMY M. COSTA
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2018-19 appropriation limit is:

| Per Capita Personal Income | |
|----------------------------|-----------------------------------|
| Fiscal Year (FY) | Percentage change over prior year |
| 2018-19 | 3.67 |

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2018-19 appropriation limit.

2018-19:

Per Capita Cost of Living Change = 3.67 percent
 Population Change = 0.78 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.67 + 100}{100} = 1.0367$

Population converted to a ratio: $\frac{0.78 + 100}{100} = 1.0078$

Calculation of factor for FY 2018-19: $1.0367 \times 1.0078 = 1.0448$

Fiscal Year 2018-19

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2017 to January 1, 2018 and Total Population, January 1, 2018

| County City | <u>Percent Change</u> | <u>--- Population Minus Exclusions ---</u> | | <u>Total</u> |
|----------------|-----------------------|--|-----------|--------------|
| | 2017-2018 | 1-1-17 | 1-1-18 | 1-1-2018 |
| Contra Costa | | | | |
| Antioch | 0.70 | 112,280 | 113,061 | 113,061 |
| Brentwood | 2.70 | 61,383 | 63,042 | 63,042 |
| Clayton | 0.78 | 11,342 | 11,431 | 11,431 |
| Concord | 0.68 | 128,282 | 129,159 | 129,159 |
| Danville | 0.79 | 44,048 | 44,396 | 44,396 |
| El Cerrito | 1.07 | 24,674 | 24,939 | 24,939 |
| Hercules | 0.50 | 26,185 | 26,317 | 26,317 |
| Lafayette | 0.94 | 25,416 | 25,655 | 25,655 |
| Martinez | 0.70 | 37,831 | 38,097 | 38,097 |
| Moraga | 0.74 | 16,866 | 16,991 | 16,991 |
| Oakley | 1.52 | 41,116 | 41,742 | 41,742 |
| Orinda | 0.98 | 19,012 | 19,199 | 19,199 |
| Pinole | 0.71 | 19,101 | 19,236 | 19,236 |
| Pittsburg | 1.83 | 71,342 | 72,647 | 72,647 |
| Pleasant Hill | 0.35 | 34,944 | 35,068 | 35,068 |
| Richmond | 0.77 | 110,114 | 110,967 | 110,967 |
| San Pablo | 0.67 | 31,383 | 31,593 | 31,593 |
| San Ramon | 1.58 | 81,354 | 82,643 | 82,643 |
| Walnut Creek | 0.15 | 70,558 | 70,667 | 70,667 |
| Unincorporated | 0.25 | 171,998 | 172,429 | 172,513 |
| County Total | 0.88 | 1,139,229 | 1,149,279 | 1,149,363 |

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

Discovery Bay Lighting Landscape Zone 8
Appropriations Limit Calculation

| | Historical Limit (With Permitted Increases) | Per Capita Personal Income Change | Per Capita Ratio* | Population Change | Population Ratio* | Fiscal Year Factor |
|------------|--|--------------------------------------|-------------------|----------------------|-------------------|--------------------|
| Year 04/05 | \$ 352,279.00 | | | | | |
| Year 05/06 | \$ 379,708.29 | 5.26 | 1.0526 | 2.4 | 1.024 | 1.0778624 |
| Year 06/07 | \$ 402,876.48 | 3.96 | 1.0396 | 2.06 | 1.0206 | 1.06101576 |
| Year 07/08 | \$ 431,200.71 | 4.42 | 1.0442 | 2.5 | 1.025 | 1.070305 |
| Year 08/09 | \$ 461,481.34 | 4.29 | 1.0429 | 2.62 | 1.0262 | 1.07022398 |
| Year 09/10 | \$ 469,171.69 | 0.62 | 1.0062 | 1.04 | 1.0104 | 1.01666448 |
| Year 10/11 | \$ 458,900.84 | -2.54 | 0.9746 | 0.36 | 1.0036 | 0.97810856 |
| Year 11/12 | \$ 474,747.11 | 2.51 | 1.0251 | 0.92 | 1.0092 | 1.03453092 |
| Year 12/13 | \$ 497,620.79 | 3.77 | 1.0377 | 1.01 | 1.0101 | 1.04818077 |
| Year 13/14 | \$ 525,557.54 | 5.12 | 1.0512 | 0.47 | 1.0047 | 1.05614064 |
| Year 14/15 | \$ 530,903.12 | -0.23 | 0.9977 | 1.25 | 1.0125 | 1.01017125 |
| Year 15/16 | \$ 556,915.93 | 3.82 | 1.0382 | 1.04 | 1.0104 | 1.04899728 |
| Year 16/17 | \$ 592,397.12 | 5.37 | 1.0537 | 0.95 | 1.0095 | 1.06371015 |
| Year 17/18 | \$ 619,784.89 | 3.69 | 1.0369 | 0.9 | 1.009 | 1.0462321 |
| Year 18/19 | \$ 644,137.32 | 3.67 | 1.0367 | 0.25 | 1.0025 | 1.03929175 |

* Based on factors provided in the annual
Price and Population Information letter from
the California Department of Finance.
Dated May 2018



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 6, 2018

Prepared By: Michael Davies, General Manager
Submitted By: Michael Davies, General Manager

MRD

Agenda Title

Annual Review of Board Policies.

Recommended Action

Provide staff input, if any, as to the need to adopt new Board policies and/or amendments to existing Board policies.

Executive Summary

Since the inception of the Town of Discovery Bay in 1998, the Board of Directors has adopted twenty-six (26) policies and or procedures that were developed to provide administrative and internal controls as well as identify the Board's policy on a wide range of organizational issues. A complete list of policies and the dates established and/or amended, is attached to this report.

Since last reviewed, the Board adopted two new Policies and amended eight additional Policies.

Policies currently under update review by staff: *Personnel Manual* (Policy No. 005) and *Drug and Alcohol* (Policy No. 019). Staff is currently drafting a message board policy for when the new electronic message board is operational.

An annual review of the Town's Policies is an important step in making sure that the adopted Policies of the Board of Directors remain pertinent and continue to be relevant. The annual review also provides an opportunity for the public to review the Policies and provides an additional level of transparency.

All Board Policies are posted to the Town's website at <https://www.todb.ca.gov/town-discovery-bay-board-policies>.

If the Board makes a recommendation for a new policy or amendment, staff's first submittal will be to the appropriate committee for discussion.

This annual review will be reflected in the minutes and is a requirement for Special District Leadership Foundation's District of Distinction recertification.

Previous Relevant Board Actions for This Item

Regular Board Meeting of January 20, 2016

Attachments

Board Policy List

AGENDA ITEM: F-1



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



SDLF Gold-Level of Governance

President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

TOWN OF DISCOVERY BAY BOARD POLICIES

| Policy Number | Policy Title | Date Amended |
|---------------------|---------------------------------------|--------------------------|
| 001 | Conflict of Interest | November 2, 2016 |
| 002 | Bylaws | February 21, 2018 |
| 003 | Investment | January 18, 2012 |
| 004 | Board | February 21, 2018 |
| 005 | Personnel Manual | July 5, 2017 |
| 006 | Retention, Destruction of Audio | January 16, 2008 |
| 007 | Injury and Illness Prevention Program | Replaced with Policy 021 |
| 008 | Reimbursement of Expenses and Travel | March 7, 2018 |
| 009 | Identity Theft Prevention Program | N/A |
| 010 | Website Policy | N/A |

| Policy Number | Policy Title | Date Amended |
|---------------------|---|-------------------|
| 011 | Purchasing and Procurement Policy | N/A |
| 012 | Park Rules Regulations | May 3, 2017 |
| 013 | Park & Facility Usage & Rental | May 3, 2017 |
| 014 | Reserve Fund | N/A |
| 015 | Disposition of Surplus Property | N/A |
| 016 | Introductory Period for Newly Hired Employees | N/A |
| 017 | Vehicle Use | N/A |
| 018 | California Public Records Act | N/A |
| 019 | Drug and Alcohol | N/A |
| 020 | Volunteer Policy and Forms | January 14, 2015 |
| 021 | Injury and Illness Prevention Program | September 3, 2014 |
| 022 | District Recreation Facilities Alcohol | N/A |
| 023 | Policy for Facility Naming | N/A |
| 024 | Use of Town Owned Equipment for Local Non-Profits | N/A |

| Policy Number | Policy Title | Date Amended |
|---------------------|--------------------------------------|-------------------|
| 025 | Fire Hydrant Policy and Fee Schedule | June 1, 2016 |
| 026 | Debt Management Policy | January 18, 2017 |
| 027 | Claims Policy and Procedure | September 6, 2017 |



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date

June 6, 2018

Prepared By: Michael R. Davies, General Manager

Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Discussion and Possible Action to Acquire the Sanitation Facilities at the Harbor Bay Condominiums Tract No. 6274.

Recommended Action

Direct staff to investigate and report back to the Board the conditions and circumstances related to acquiring the ownership rights and maintenance responsibility of the sanitation facilities at Harbor Bay Condominiums Tract 6274 (aka, Lot 3).

Harbor Bay Condominiums (aka, Blue Roofs) consists of three lots (Tracts #6272, #6273 & 6274). The Discovery Bay CSD (“Town”) had been maintaining the sanitation facilities at all three tracts until about three years ago when Harbor Bay repaved their private streets. At that time, staff had occasion to review the original and “as-built” plans for Harbor Bay. Staff informed the Homeowner’s Association that, based on the plans, the sanitary facilities are the private property of the Association and that the Town would no longer be providing maintenance.

A deeper investigation into the matter revealed that the sanitation facilities on 2 of the 3 tracts are in fact owned by the Town, and that the 3rd Tract (#6274) may not have been acquired by the Town due to an administrative oversight by the County.

According to original “as-built” maps of the project, the “sanitary sewer will be maintained by the Homeowner’s Association.” Despite this assertion on the maps, on 12/12/89 the Board of Supervisors accepted the “sanitary facilities and water distribution system for subdivisions #6272 and #6273 as part of Sanitation District No. 19.” When the Discovery Bay Community Services District was formed it acquired the facilities and maintenance responsibilities of Sanitation District No. 19. Staff is unable to find conclusive evidence that Tract #6274 was ever officially turned over to Sanitation District No.19 or otherwise acquired by the Town. This appears to be an administrative oversight, because staff has found documents that refer to Tract #6274 as if it was part of Sanitation District No. 19.

The Harbor Bay Condominiums Association has written to the Town expressing its desire that the Town rectify the oversight and acquire the ownership and maintenance responsibility for the sewer facilities on Tract #6274 (Lot 3).

The recommendation at this time is that the Board direct staff to evaluate the condition of the facilities on Tract #6274 and other circumstances associated with acquiring ownership, and report back to the Board.

Previous Relevant Board Actions for This Item

Attachments

Letter for Harbor Bay Condominiums Association dated April 17, 2018

AGENDA ITEM: F-2

HARBOR BAY CONDOMINIUMS ASSOCIATION

c/o Cornerstone Community Management

1800 Hamilton Ave. #210 San Jose, CA 95125

408-448-3080 FAX 408-448-3084

bill@cornerstonemgt.biz

April 17, 2018

Michael R. Davies, General Manager
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, CA 94505-9376

Re: Harbor Bay Condominiums – sewer lines

Dear Mr. Davies:

In response to your letter dated April 9, 2018 regarding the transfer of sewer facilities in Tract #6274, and in answer to your questions, please consider the following:

#1) Harbor Bay Condominium Association does desire the Town to acquire the ownership and maintenance responsibility for the sewer Facilities on Lot 3, Tract #6274.

#2) The Board of Directors of Harbor Bay Condominium Association has the legal authority to act on behalf of all the individual condominium owners in Tract #6274.

#3) Legal Name and business address of the association is:

Harbor Bay Condominium Association
1800 Hamilton Ave #210
San Jose, CA 95125-5635

Sincerely,



Bill Forrester
Association Manager
On behalf of the Board of Directors



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

June 06, 2018

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title

Fiscal Year 2018-19 Proposed DRAFT Operating, Capital and Revenue Budgets.

Recommended Action

Discuss and Receive Input and Comments and Direction to the Proposed Fiscal Year 2018-19 Proposed DRAFT Operating, Capital and Revenue Budgets.

Executive Summary

The preparation of the Proposed DRAFT Fiscal Year 2018-19 Operating, Capital and Revenue Budgets has been ongoing for the past few months. The Board of Directors has met via a Special Budget Meeting on May 22, 2018, and reviewed the proposed spending plans and revenue estimates.

For this coming fiscal year, the Budget document continues to reflect the same two-year forecast as has been the case for the prior budget cycles. The staff has found the two-year budget process to be extremely beneficial for longer-term planning purposes. The Capital Improvement Program continues to be a five-year plan allowing staff to plan for future capital expenses more accurately. While the Board is presented with a two-year operating budget and a five-year capital budget, only the upcoming fiscal year budget will be adopted.

2018/2019 Operating & Capital Budgets:

- The projected Water and Wastewater Operating Budget is \$7,465,802, and Capital Improvement Budget is \$3,826,173
- Zone 8 projected Operating Budget is \$396,200, and Capital Improvement Budget is \$115,000
- Recreation Operating Budget is \$386,650, and Capital Improvement Budget is \$283,000
- Zone 9 Operating Budget is \$139,350, and Capital Improvement Budget is \$105,000

The next steps in the process is the Budget Adoption by the Board of Directors on June 20, 2018.

Fiscal Impact:

Amount Requested None at this time.

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

Fiscal Year 2018-19 Preliminary DRAFT Operating, Capital and Revenue Budgets

AGENDA ITEM: F-3



*Town of Discovery Bay Community Services District
Contra Costa County, California*



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT FISCAL YEAR'S 2018-2019 PROPOSED BUDGET

Table of Contents

| | |
|--|----|
| Discovery Bay at a Glance | 1 |
| Board of Directors | 4 |
| Message from the General Manager | 5 |
| Finance Services Department..... | 7 |
| Water & Wastewater Services Department..... | 9 |
| Lighting & Landscaping Services Department..... | 10 |
| Recreation Services Department..... | 11 |
| General Counsel | 12 |
| Water & Wastewater Engineering | 13 |
| District Mission, Vision, Goals & Values..... | 14 |
| Transmittal Letter..... | 15 |
| Strategic Goals..... | 19 |
| Goals, Objectives and Action..... | 20 |
| Authorized Positions | 21 |
| Organizational Chart by Department..... | 22 |
| Salary & Wages..... | 23 |
| Minimum Wage Adjustment 2017-2018..... | 24 |
| The Budget Process..... | 25 |
| Budget Overview | 26 |
| Administration Services Revenue, Operations & Maintenance and Capital Improvements..... | 28 |
| Water Services Revenue, Operations & Maintenance and Capital Improvements..... | 30 |
| Water Utility Rate..... | 36 |
| Wastewater Services Revenue, Operations & Maintenance and Capital Improvements | 37 |
| Wastewater Utility Rate..... | 43 |
| Lighting & Landscaping Zone #8 Services Revenue, Operations & Maintenance and Capital Improvements | 44 |
| Lighting & Landscaping Zone #8 Appropriations..... | 48 |
| Recreation Service Revenue, Operations & Maintenance and Capital Improvements | 49 |
| Lighting & Landscaping Zone #9 Services Revenue, Operations & Maintenance and Capital Improvements | 52 |
| Lighting & Landscaping Zone #9 Engineers Report..... | 56 |

Capital Projects.....57
District Reserves, Infrastructure Replacement Funds & Capacity and Connection Fees.....63
Debt Service65
Public Financing Authority66
District Awards68
Supplemental Information69

DRAFT

Discovery Bay at a Glance

The Town of Discovery Bay Community Service District: At a Glance

Discovery Bay was established in the early 1970's as a weekend and summer resort community. Today, Discovery Bay has evolved into a thriving year-round home for more than 15,000 residents who enjoy small-town living against the backdrop of over 1,200 miles of Delta waterways. Discovery Bay boasts a full-service marina, three (3) public schools, one (1) private school, as well as two (2) shopping centers and a planned business park. However, this small town is no longer limited to Delta waterfront homes; it has developed into a community that provides something for everyone. Discovery Bay offers gated waterfront homes as well as Country Club homes located on a world-class golf course designed by Mike Asmundson. There are two (4) gated communities; Clipper Estates, The Country Club, Lakeshore and The Lakes, as well as nearby Ravenswood, a community planned around a public park.

The approximately 9 square mile area known as the Town of Discovery Bay Community Services District (TODBCSD) was formed in 1998 following a vote of the people to form an Independent Special District with the purpose of providing essential public services to its residents. The Contra Costa County Local Agency Formation Commission (LAFCO) has authorized the TODBCSD the responsibility of providing the following special services to the residents of Discovery Bay:

- Water supply collection, treatment, and distribution
- Wastewater collection, treatment, and distribution
- Parks and Landscape Maintenance
- Recreational Activities

District Form of Government

California's Independent Special Districts are legislatively authorized under California Government Code Sections 61000-61850. The Town of Discovery Bay Community Services District is governed by an elected five (5) member Board serving staggered four (4) year terms. The Board employs a General Manager to administer the day to day operations of the District.

Population

The census report states the total population in Discovery Bay to be 15,277 people.

Water Services

The Town of Discovery Bay CSD owns and maintains over sixty (60) miles of water mains in seven (7) residential developments: Discovery Bay West (Village 1, 2, 3 and 4, and Ravenswood); and two (2) of the older developments (Discovery Bay Proper and Centex). Currently, the District owns and operates six (6) water production wells that are located throughout the District and are capable of producing five million gallons of domestic water per day. The raw water is then treated in two (2) water treatment facilities

with water storage capacity of 2.5 million gallons of treated water for customer distribution. The total water requirements of Discovery Bay are currently about 900 million gallons per year, which equates to an average daily demand of 2.5 million gallons per day.

Wastewater Services

The District provides wastewater collection, treatment, and distribution services to approximately 6,000 homes and businesses located in the town. The wastewater treatment process goes through two (2) separate conveyance systems; Plant 1 and Plant 2. Wastewater Treatment Plant 1 is located just north of Highway 4, within the Discovery Bay Development area. Wastewater Treatment Plant 2 is located south of Highway 4 at the Town's eastern boundary. The two (2) plants are interconnected and are dependent upon each other for various functions.

To facilitate and transport the raw wastewater to the main wastewater treatment, the District utilizes 15 wastewater lift stations to move the waste through 50 miles of sewer mains. The plants are capable of producing an average of 1.8 million gallons of wastewater per day. The wastewater treatment plants currently include an influent pump station, influent screening, secondary treatment facilities using oxidation ditches, and ultraviolet (UV) disinfection before discharging the treated water into Old River.

The water and wastewater facilities are operated and maintained by Veolia Water N.A. under a multi-year agreement with the TODBCSD.

Parks and Landscaping Services

The District maintains all the public parks and publically owned landscaped areas in Discovery Bay. Every budget year, the Board of Directors establishes priorities to improve the landscape areas of Discovery Bay. The landscape areas in Discovery Bay are broken down into five (5) landscape zones. Two (2) of those zones are owned by the TODBCSD, with the remaining three (3) owned by Contra Costa County, and maintained under contract by the District. The five Landscaping & Lighting zones are:

Discovery Bay Landscape & Lighting Zone #8

Zone 8 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Highway 4, Clipper Drive, Discovery Bay Boulevard, Willow Lake Road, and a variety of smaller landscaped areas. Cornell Park & Roberta Fuss Tot Lot are also included in this zone.

Discovery Bay Landscape & Lighting Zone #9 (Ravenswood)

Zone 9 is owned and maintained by the Town of Discovery Bay CSD. This zone includes the landscape streetscape frontages along Wilde Drive and Poe Drive. Ravenswood Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #35

Zone 35 is owned by Contra Costa County but is maintained by Town Of Discovery Bay CSD. The zone includes the landscaped median islands on Bixler Road at the intersection of Highway 4 and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.

Contra Costa County Landscape & Lighting Zone #57

Zone 57 is owned by Contra Costa County but is maintained by Town Of Discovery Bay CSD. This zone includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.

Contra Costa County Landscape & Lighting Zone #61

Zone 61 is owned by Contra Costa County but is maintained by Town Of Discovery Bay CSD. This zone includes landscaped streetscape frontages along a significant portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a part of Newport Drive, Preston Drive, and Slifer Drive. Slifer Park is also included in this zone.

Recreation Services

The Town of Discovery Bay Community Services District is also responsible for providing recreational activities to the residents of the District. The Community Center opened its doors to the public on January 2, 2014. The Center offers a wide variety of programs for all ages and will continue to develop programming that will stimulate, educate and enrich the lives of people within Discovery Bay, and that is complemented by a system of parks, recreation areas and other facilities aimed to encourage recreational and leisure time activities.

Board of Directors

The Town of Discovery Bay is a California independent Community Services District (CSD) and is governed by a five-member Board of Directors. Directors are publicly elected and serve four-year staggered terms.

The Town of Discovery Bay is responsible for water, sewer, landscaping and parks and recreation. While the District does not have authority over land use, zoning, law enforcement or fire protection services, the District does advise the County on decisions that affect Discovery Bay that is not within its jurisdiction. The District's General Manager is tasked to carry out the policy decisions of the Board and oversee the day-to-day operations of the Town of Discovery Bay.



Bill Mayer, Kevin Graves, Robert Leete, Chris Steele, Bill Pease

Board Position and Term

| | |
|---------------------------|--------------------|
| President Kevin Graves | 12/2014 to 12/2018 |
| Vice-President Bill Mayer | 12/2016 to 12/2020 |
| Director Robert Leete | 12/2014 to 12/2018 |
| Director Chris Steele | 12/2014 to 12/2018 |
| Director Bill Pease | 12/2016 to 12/2020 |

Message from the General Manager

The Town of Discovery Bay is not a city; rather we are a type of municipal government known as a Community Services District, or "CSD." In unincorporated areas such as Discovery Bay, basic services like water, sewer, security and fire protection are usually provided by the County. Because counties often consist of large and diverse geographical areas, providing a consistent and adequate service level across all areas can be difficult. Consequently, the Community Services District Law (Government Code §61000-61850) was created to provide an alternate method of providing services in unincorporated areas. In most cases, and due to the scope of their requirements, counties cannot provide tailored services to any one community. This leaves residents with little if any local control over services and no easy way to address problems or complaints. A CSD provides a method of offering local control on essential municipal services.

The Town of Discovery Bay Community Services District was formed in 1998 by a vote of the residents. The District provides domestic water supply, treatment, and delivery as well as wastewater collection, treatment, and disposal to the approximately 15,000 residents and businesses that call Discovery Bay home. We are also responsible for park maintenance and landscaping on many of our boulevards, streets, and roads. I'm certain you've seen our Town vehicles as our staff is constantly improving the beauty of our community. Our Community Center is a recreational hub with swimming, tennis, dog parks, and year-round activities for all ages. Besides a lazy afternoon fishing off your dock, taking a turn at the end of the tow rope, or hitting the links, there's a lot happening here in Discovery Bay! There are numerous community-based activities such as the Big Cat Poker Run held every August, car and boat shows, concerts on the lawn, Crab Feeds, golf tournaments, motorcycle rallies, boat parades, and a whole host of other events. There is always something happening in or around town. I encourage you to get out and see what floats your boat!

Discovery Bay is a great place to not only "Live where you Play," but it's also a great place to do business. The Discovery Bay Chamber of Commerce hosts monthly business "mixers" at different locations around town to show off the local business community. Check the Chamber's website at <http://discoverybaychamber.com/index.html> for additional information on their many community activities.

From the standpoint of your local government, the CSD operates the water and wastewater utilities on a combined operating and capital budget of \$11.2 million for the Fiscal Year 2018-19. The budget is balanced and presents a spending plan where revenues meet expenditures. Included in the Capital Improvement Program are projects that continue to address the long-term capital needs of the District. A robust capital replacement fund represents an ongoing structural element of long-term financial sustainability.

While we provide water, sewer, and parks and landscape and recreational services at this time, we do keep our ear to the pulse of what is happening around us. We also stay current on issues close to home, such as the ECCFPD funding problems and Delta water quality issues.

As Discovery Bay continues to mature, I can assure you that the Board of Directors and the entire staff are working diligently to provide a comfortable place where residents can live, work and play and where

we can enjoy the many qualities we all like in a small town. Please join us at one of our Board of Directors' meetings that are held the first and third Wednesday of the month at 7:00 p.m. All meetings are held at the Discovery Bay Community Center located at 1601 Discovery Bay Blvd.

If you would like to discuss Discovery Bay and any issue you may have as a resident, please be sure to contact the District Office by calling (925) 634-1131.

Sincerely,

Michael R. Davies, General Manager

Town of Discovery Bay CSD

DRAFT

Finance Services Department

The Town of Discovery Bay CSD Finance Services Department is comprised of the Finance and Water Utility functions and operates under the Board of Directors where the Board of Directors acts as the legislative policy-making body, and the General Manager serves as the administrative head of the District. The Finance program operates a governmental accounting, reporting, and records maintenance system that provides financial information to management. This program controls and monitors the receipt and disbursement of public funds in compliance with statutory requirements and professional accounting standards. This program also has the responsibility for coordinating all external auditing functions including the annual financial audit and audits by all outside agencies. The Finance function is responsible for the continuing development of financial accounting software and implementation of new technology to increase efficiency in accounting processes and to improve both internal and external reporting. This program also oversees the implementation of any new accounting pronouncements by the Governmental Accounting Standards Board (GASB). The payroll function of this program processes payroll for all District employees including interfacing with the District's payroll service provider and assuring compliance with all regulatory requirements, laws and District policies pertaining to payroll.

The Water Utility function maintains and operates the new automated water meters for the Districts 6,000 water accounts. The new technology transmits hourly water consumption data to our billing system by a wireless network. This reliable and frequent water usage information allows you to monitor use and detect leaks. The Eye on Water portal <https://eyeonwater.com/signup> has been launched, and account holders can see daily water usage data and learn ways to conserve.

Key Achievements

- ✓ Timely completion of annual audits with unqualified (clean) audit over the last six (6) years
- ✓ Structurally balanced budget
- ✓ Healthy Reserve
- ✓ Implemented new water meters and AMI system
- ✓ Eye On Water Customer Portal
- ✓ 2012 and 2017 Bond Reporting
- ✓ Water Meter Completion Project Funding and Project Management

Goals

- Ensure expenditures are consistent with adopted policies.
- Customer outreach once District-wide water meters are installed for new customer portal.
- Move towards paperless documentation. Continue implementation and training on ancillary software module.



DRAFT

Water & Wastewater Services Department

WATER

This Program provides water production, treatment & distribution to approximately 6,000 homes and businesses. Specifically, the Water Program includes information necessary for the Board of Directors to establish priorities and make a well-informed decision in regards to the Town's water matters. The Water Quality program is responsible for the enforcement of regional water quality regulations. Response procedures have been developed to react to citizen water quality complaints and to pursue violations observed in the field. The program also assists with the development of water quality educational materials and outreach.

WASTEWATER

The Town of Discovery Bay Wastewater Program provides for the collection, conveyance, treatment, and discharge of treated effluent. Specifically, the Wastewater Program includes information necessary for the Board of Directors to establish priorities and make a well-informed decision in regards to the Town's wastewater matters. Also, this program provides staff support for ad hoc or advisory committees formed by the Board of Directors on an as-needed basis. In general, the Water program supports and directs the wastewater contractor, enabling them to carry out day-to-day operations, services and planning efforts. Also, this program negotiates, administers, implements, and approves contracts for the provision of municipal services.

Key Achievements

- ✓ Filtration Project
- ✓ Pipeline Assessments
- ✓ Infrastructure maintenance plan and review of the 10-year master plans

Goals

- Update the ten (10) year Water & Wastewater Master Plans
- Scout location for Well 8, begin design
- Water & Wastewater SCADA Improvements
- Manhole Maintenance



Lighting & Landscaping Services Department

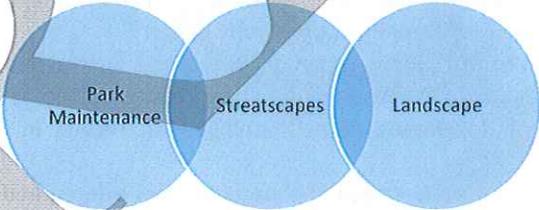
The Parks and Landscaping Program provides for the planning, maintenance & capital needs of the parks & landscaping network in Discovery Bay. Specifically, the Parks & Landscaping Program includes information necessary for the Board of Directors to establish priorities and make a well-informed decision in regards to the Town’s parks and landscaping matters. This program offers a comprehensive maintenance and rehabilitation program for five (5) parks and the streetscapes inside Discovery Bay. Also, the maintenance and rehabilitation program includes repair and maintenance of the parks within Zones 8, 9, 35, 57, 61 and the Park and Ride. This program conducts preventative maintenance on streetscapes, which includes design and planting and ensuring proper drainage. This program maintains and replaces all plants and trees to provide health, vitality and visual appeal as well as manage inventory lists annually to project funding and scheduling of future repairs, projects, and replacement.

Key Achievements

- ✓ Community Center Building Swimming Pool Renovation Project Approval
- ✓ Slifer Park shade Structure Project is now completed.

Goals

- Renovation of the Community Center Swimming Pool
- Rebuild the Swimming Pool Chemical Equipment Enclosure
- Remove and replace the play structure at Ravenswood Park



Recreation Services Department

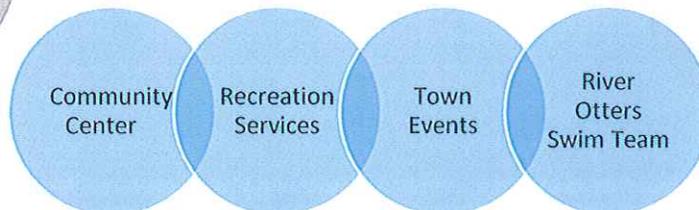
Recreation Services provides community-based and age-appropriate recreational programming for Discovery Bay resident's and non-resident's alike The Discovery Bay Community Center acts as the hub for these activities and is complimented by a network of parks, fields and other recreational and educational venues.

Key Achievements

- ✓ Continued development of community-based and age-appropriate recreation programs, activities, and community-wide special events for Recreation Services.
- ✓ Completed the Town's first Recreation Services Department Annual Report.
- ✓ Partnered with the Discovery Bay Lions Club in hosting a second community-wide concert and a "Paws on Parade" event generating a total of \$15,000 for improvements projects to the Discovery Bay Community Center which included initial refurbishment work to the large community BBQ area and making a small improvement to the dog park.
- ✓ Developed and implemented written agreements between the Town of Discovery Bay and the following community organizations; Discovery Bay Lions Club; the Boy Scouts of America; and the River Otters Parents Booster Club.
- ✓ Entered into an agreement with GreenPlay, Inc. to provide consulting services focused on revenue generation sources for the Community Center.
- ✓ Continued expansion of regular and on-going part-time/seasonal employee training programs to improve the level of service provided to program participants.

Goals

- Continued development of community relationships with local groups and organizations such as the Discovery Bay Lions Club, the River Otters Parent Booster Club, Discovery Bay Pickleball Club, Discovery Bay Chamber of Commerce, and the Contra Costa Sheriff's Office in expanding community-wide programming and special events at the Discovery Bay Community Center.
- Develop an action plan from the completion of "Phase One, Special Board Workshop" with GreenPlay, Inc.
- Examine current pricing and cost-recovery practices related to the Town's Recreation programming and facility usage fees and developing a methodology that results in fair and consistent cost recovery mythology.
- Examine current special interest recreational opportunities offered and look for new and creative ways to expand current offerings.
- Focus on the expansion of available marketing avenues to help increase event and program participation from Discovery Bay residents.



General Counsel

Outsourced – Rod Attebery Attorney at Law from the Law Office of Neumiller & Beardslee

The District's General Counsel provides legal advice and training to the Board of Directors, General Manager and Department Heads. The District's Attorney investigates and defends claims against the District and resolves them as directed by the Board of Directors. At the direction of the Board of Director, General Counsel may initiate litigation to enforce the District's rights or to protect the public health, safety or welfare. The District's General Counsel also drafts and approves the form of contracts and other legal documents, including ordinances, resolutions and legal notices. <http://neumiller.com/>

Key Achievements

- ✓ Assisted the General Manager and District Managers with the negotiation and preparation of various contracts, agreements, and notices.
- ✓ In consultation with the District Engineers, completed review and update of bid documents and contracts for capital improvement construction projects.
- ✓ Reviews and assist in drafting necessary ordinances to comply with state law and guides staff in the development and adoption of the District ordinances.
- ✓ Coordinated with the General & District Managers, to timely respond to claims against the District and limit the District's involvement in costly litigation.

Water & Wastewater Engineering

Outsourced – Justin Shobe PE at the Firm Lohdorff & Scalamanini Consulting Engineers

Lohdorff & Scalamanini, Consulting Engineers (LSCE) is a recognized leader in groundwater resources investigation, planning, development, use, protection, and management. LSCE's multi-disciplinary staff of engineers, geologists, hydrologists, and hydrogeologists apply scientific methods and develop forward-thinking engineering solutions to today's complex water resources problems.

Key Achievements

- ✓ Implemented and oversaw the Water Meter Completion Project
- ✓ Water SCADA System Upgrades

<http://lsce.com/>

Outsourced – Wastewater, Gregory Harris and Kurt Gardner of Herwit Engineering

HERWIT ENGINEERING plans and designs water and wastewater treatment plants and pump stations of all sizes with a specialty in mechanically intensive systems. HERWIT provides services for all elements necessary to develop projects from ground zero through operations and completion of construction. These services include: overall project management, initial site assessment and selection, management of the California Environmental Quality Act (CEQA) permitting, negotiation and preparation of National Pollution Discharge Elimination System (NPDES) discharge permits, preparing other permits and Army Corps of Engineers permits, Department of Fish and Game stream bed alteration permits, development of pre-design reports and preliminary cost estimates, final design of all mechanical, electrical and civil facilities, bidding support services, construction management, engineering support services during construction, and startup and operations assistance.

Key Achievements

- ✓ Implemented and oversaw the Filtration Project

<http://herwit.com>

District Mission, Vision, Goals & Values

The Town of Discovery Bay Board of Directors has adopted its Mission, Vision, Goals, and Values.

These ideals serve as an important guide as the Town of Discovery Bay conducts its day-to-day business and interacts with the public.

MISSION

Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community.

VISION

Maintain a full service and sustainable community

Grow in harmony with the environment and the Delta

Ensure assets and facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations, and rules.

Promote practices that provide enhanced and sustainable life now and for future generations

GOALS

Responsible management of public funds

Preservation of our neighborhoods and natural resources

Provide timely, effective and transparent communications between government and our citizens

Continually improve the quality of our services

Promote and protect the environment

Take pride in community assets

Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community

Recognize pioneers of the community

VALUES

Innovation * Accountability * Respect * Integrity * Professionalism

Transmittal Letter

June 6, 2017

Dear Board of Directors,

I am pleased to submit to the Town of Discovery Bay Board of Directors the Town's financial plan for the fiscal period July 1, 2018, through June 30, 2019. The annual Revenue, Operating and Capital Improvement Program budgets are the planning tools utilized by staff and the Board to track revenues and expenditures over the respective forecast period.

For the FY 2018/2019 planning horizon, staff continues to prefer the two-year budget format which allows for improved budgetary forecasts. While a two-year budget is presented, the Board only adopts the first year of the Budget, and each successive budget is adopted annually. The second year of the Operations and Maintenance budget (O&M) and the remaining four years of the Capital Improvement Project budget (CIP) are included in the document but not necessarily involved in the discussion below.

CAPITAL IMPROVEMENT PROGRAM

This year's CIP projects are categorized as: Water Supply Capacity (source, treatment and storage), Upgrades and Maintenance for Existing Water Supply Facilities, Water Distribution System & Maintenance, Water Meter Completion Project, Clarifier Rehabilitation-Wastewater Distribution System, WW Treatment Plant 1 Refurbishment, Wastewater Distribution System & Maintenance, Filtration Project, Wastewater SCADA Improvements, Denitrification Project, District Office Relocation, Vehicle & Equipment Purchases, Mainline Piping Replacement, District Security, Masterplans and Infrastructure Replacement.

The first major project that will be completed is a site location to build a new Well #8 in fiscal year 2019/2020 to allow for future growth. The Water Systems will also rehabilitate Well #2 and Well #4A. The planning horizon also includes the refurbishment of Wastewater Treatment Plant 1 to provide the proper redundancy.

The Infrastructure Replacement Fund continues to be supported annually. This fund provides long-term resources for future capital asset replacement in the areas of buildings, vehicles, equipment, as well as infrastructure. The ongoing programming of these funds will play a critical role in the Town's ability to plan for its long-term financial needs.

OPERATION & MAINTENANCE

The operation and maintenance budget in the past has been reasonably flat year over year. This next fiscal year 2018/2019 there will be a 5% increase. This increase is in the following budget categories: consulting costs due to ADA compliance, the Ground Water sustainability municipal formation, the management of the water Well #8 Site Location, NPDES Permit and increased debt service payments due to the issuance of the 2017 revenue bond.

Throughout the budget document, the Board and public will be presented with a whole financial outlook of the district's finances relative to operating expenses and the day-to-day expenditures necessary to operate the district in a prudent and resourceful manner. As is customary, this year's budget also includes a Capital Improvement Program that continues to address the long-term capital needs of the District. The August 2012 Board action establishing the Discovery Bay Public Financing Authority continues to play an essential role in addressing many of those needs. The initial \$14.1 million program has been completed, and all of the proceeds from the bond have been expended. In 2017 the Discovery Bay Public Financing Authority issued its second revenue bond for \$8.825 million. This Bond was initiated to construct the wastewater Tittle 22 Filtration project at \$7.40 million and the financing of half the Water Meter Completion Project at \$1.50 million. These two projects were both completed in December 2017.

DISCUSSION

The Town of Discovery Bay will be ending FY 2017/2018 with a number of accomplishments. From an operational standpoint, the Town continues to operate efficiently and in a manner that is financially prudent. The community center is continuing to mature in their Recreation Services by growing the community-based age-appropriate programs, activities and special events as well as focusing on future program development utilizing our town assets comprised of: The Tennis Complex, Aquatics Facilities, Community Center, Contract Services and Special Events. In fiscal year 2018/2019 the Community Center is looking forward to multiple upgrades; including the rehabilitation of the pool and the chemical equipment room. The Landscaping department as always will continue to be diligently focused on looking at new and innovative alternatives to help aid in the efficient use of irrigation. The new shade structure that was built at Slifer Park is now complete for this summer's enjoyment, and Ravenswood Park will look forward to a new play structure over the next fiscal year.

Though the State of California has lifted some of the drought restrictions, Discovery Bay would ask its residents to maintain a 20% conservation of our water resources throughout the next fiscal year. This percentage was derived from our Urban Water Management plan and coincides with the Capital Improvement Program for future maintenance, development and water supply therein.

In 2016 Bartle Wells Associates has conducted a comprehensive water and wastewater rate study to help lead the District through economic, climatic and infrastructure challenges. The rates studies were presented to the Board of Directors for a Proposition 218 hearing held on July 20, 2016. The adopted water rate increase for fiscal year 2018/2019 is 12% and 12% for FY 2020 through 2021 and the adopted wastewater increase of 4% for fiscal year 2018/2019, 4% for FY 2020 through 2021.

The Water Rate Study conducted includes increased costs due to operations, maintaining current infrastructure, and conservation costs to maintain our current and future infrastructure. Discovery Bay remains at the bottom of the survey of the 13 surrounding agencies with an estimated monthly bill of \$40.32 for 20 units of water.

The Wastewater Rate Study conducted includes increase costs due to the management and maintenance of highly technical plant operations, assumed financing of \$7.4 million for the Filter project over 30 years, to support the needs of a higher level of treatment, and the reduction in metered

commercial sewer flow due to the drought. The overall increase for the fiscal year 2018/2019 equates to \$3.06 per month, with an average bill of \$79.38 per month.

As indicated by the surveys included in the BWA study, Discovery Bay has a substantially lower water rate of the agencies surveyed, and the wastewater rates are competitive. When blended, the overall rates paid by Discovery Bay residents are the below the median of the Thirteen (13) agencies surveyed.

For Fiscal Year 2018/2019, the Budget summary is as follows: *(numbers reflect the admin, water & wastewater departments)*

| Adopted FY 2017/2018 Operating and Capital Improvement Program Budget | | Proposed FY 2018/2019 Operating and Capital Improvement Program Budget | |
|---|--------------|--|--------------|
| Total O&M Budget | \$5,779,590 | Total O&M Budget | \$6,106,870 |
| Debt Service | \$1,389,859 | Debt Service | \$1,358,932 |
| Contribution to Reserves | | Contribution to Reserves | |
| Capital Budget | \$2,658,000 | Capital Budget | \$3,301,173 |
| Proposed Financing/Reserves for CIP projects | \$1,392,849 | Proposed Financing/Reserves for CIP projects | \$1,683,275 |
| Infrastructure Replacement Fund | \$525,000 | Infrastructure Replacement Fund | \$525,000 |
| Grand Total Expense Budget | \$10,352,449 | Grand Total Expense Budget | \$11,291,975 |
| Grand Total Revenue | \$10,352,449 | Grand Total Revenue | \$11,291,975 |

The Operating and Maintenance (O&M) section of the budget is proposed to be \$7,465,802 (including debt service) for the coming fiscal year. Areas of spending in the proposed O&M Budget include an accurate reflection of expenditures based upon past years' historical data, as well as current and future contractual obligations.

The Capital Improvement Program (CIP) proposes expenditures of \$3,826,173 with a significant portion of those needs derived from the Water and Wastewater Master Plan studies. Those studies have been previously accepted by the Board of Directors during FY 2011/2012, and are under redevelopment in FY 2018/2019. As previously discussed, many of the projects contained in those plans are either complete, in design, under construction or need further review.

As noted previously in this transmittal letter, this budget continues to fund the Infrastructure Replacement funds for above and below ground infrastructure needs. The addition of the Infrastructure Replacement Fund was explicitly addressed and again recently noted as an essential component to the budget by the District's independent auditors.

The key to the preparation of this budget is to ensure all carry-over projects are adequately accounted for, that revenue projections are based upon historical and anticipated revenues, and that spending is prudent and sensible. As the end of the Fiscal Year is June 30, 2018, staff will incorporate the final encumbrances into the document once the actual carry-over figures are determined, most likely in December once the County completes the year-end close.

The primary sources of revenues are derived from residential and commercial charges for water and wastewater. The remaining revenue sources can be attributed to miscellaneous reimbursements, charges, and fees. In Parks and Landscape, revenues are generated by Landscape Zones 8 and 9, as well as with landscape contracts with Contra Costa County for County Zones 35, 57, and 61. Zone 8 Appropriations income is expected at \$644,137, and Zone 9 Assessed income is expected to be \$134,000.

The amount of the contribution to reserves will be known once FY 2017/2018 is closed. While a year-end surplus of revenues over expenditures is hoped for, water revenues may unsettle the overall revenue stream, necessitating an even larger draw from the water enterprise caused by the Water Meter Project. Any surplus identified, will be transferred into the general reserve account.

I am pleased to present a budget where staffing levels meet projected needs, and where service levels continue to improve. More importantly, however, it extends our multi-year process of ensuring that the District's infrastructure needs are met while offering a strategic look at the overall assets of the District.

I would also like to thank the entire Board of Directors for their support over the past fiscal year. In preparing for the next fiscal year and continuing into the future, I expect that District will continue to remain resourceful, innovative, and successful.

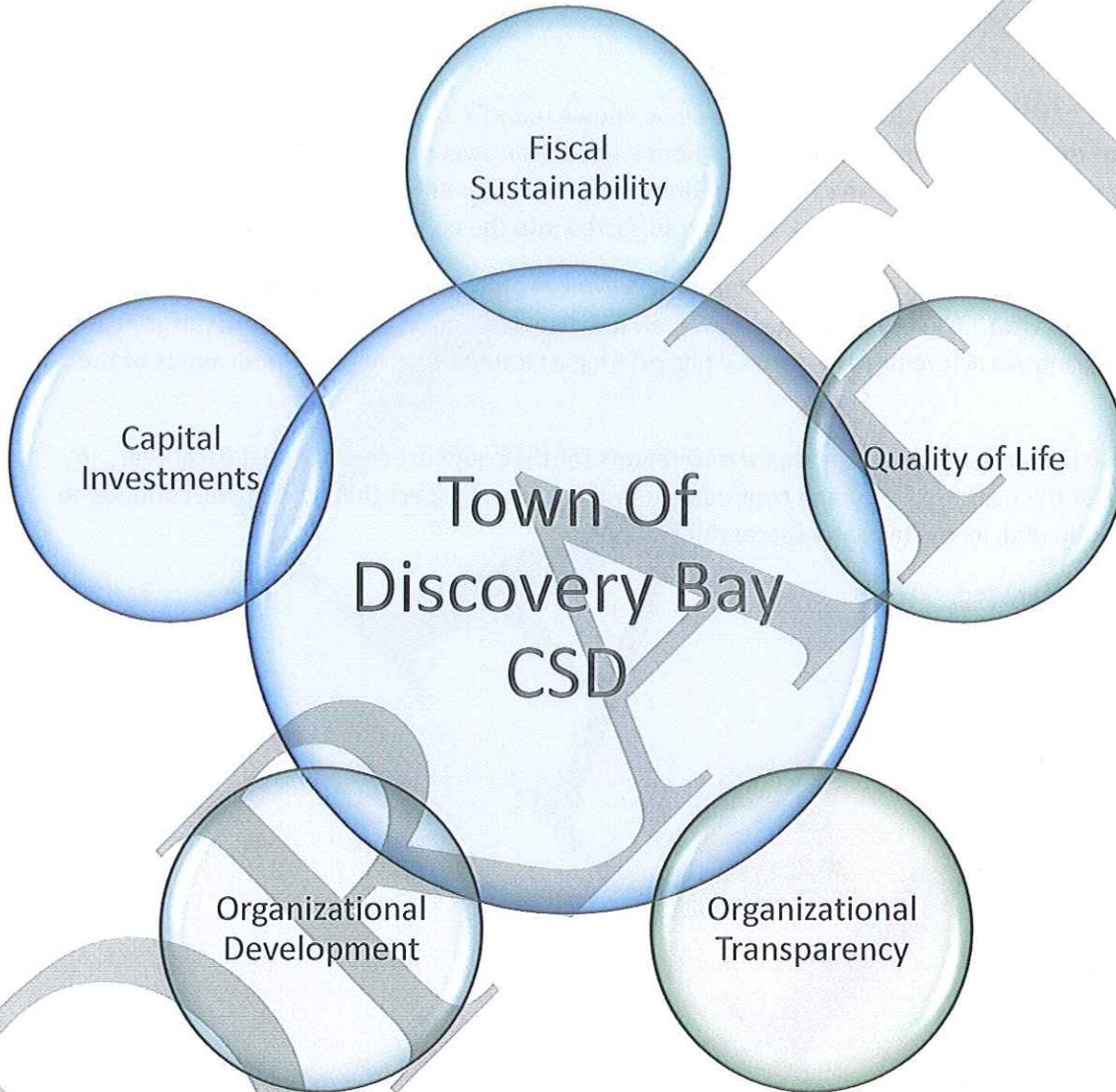
Respectfully submitted,

Dina Breitstein
Finance Manager

DRAFT

Strategic Goals

Below is the result of the Town of Discovery Bay's Strategic Planning Meeting annually held in January.



Goals, Objectives, and Action

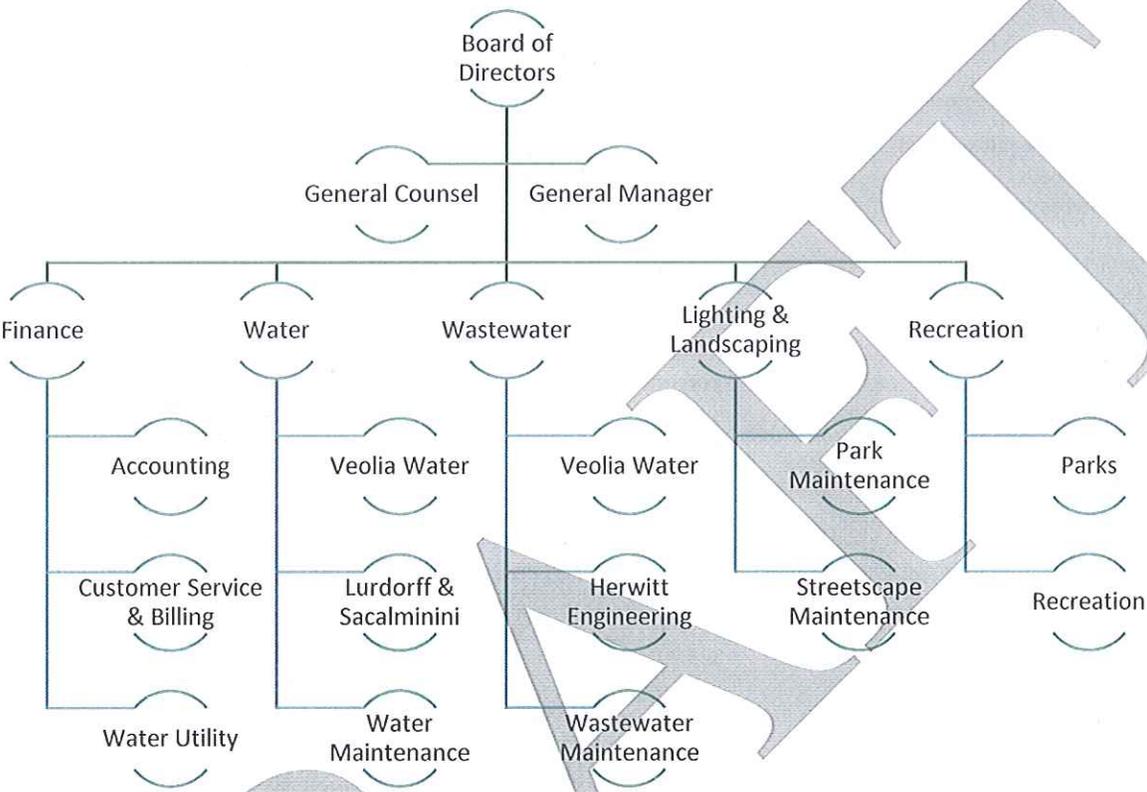
| Goal | Objective | Performance Outlook |
|-----------------------------|--|---|
| Fiscal Sustainability | <ul style="list-style-type: none"> • Balance Revenues and expenditures to ensure fiscal stability • Monitor trends in key revenue sources • Provide core services in an efficient and effective manner | <ul style="list-style-type: none"> • Review expenditure vs. budget reports for each department on a monthly basis • Conduct quarterly review and make adjustments needed |
| Quality of Life | <ul style="list-style-type: none"> • Focus on key services, programs, and activities for seniors and youth. • Partner with service clubs to promote community-wide events. • Maintain and expand parks throughout the community. | <ul style="list-style-type: none"> • Provide quarterly reports on activities for youth, seniors, and park & recreation programs. |
| Organizational Transparency | <ul style="list-style-type: none"> • Post key information on the District's website. • Use social media to inform and engage the public. • Pre-prepare the budget in a user-friendly, informative & transparent format. | <ul style="list-style-type: none"> • Post all agendas, reports, and contract on the District's website. • Post all policy documents and resolutions documents on the website. • Pre-prepare the budget in a user-friendly, informative & transparent format. |
| Organizational Development | <ul style="list-style-type: none"> • Evaluate staffing levels to ensure adequate delivery of core services. • Provide training and resources to sustain a talented workforce. • Maintain accountability and recognition of employees. | <ul style="list-style-type: none"> • Pre-prepare a long-term staffing plan. • Develop training of key management and supervisory staff. • Uphold and maintain safety training. |
| Capital Investments | <ul style="list-style-type: none"> • Invest in liable resources to maintain, improve District's resources. • Prioritize and evaluate needed capital investments. | <ul style="list-style-type: none"> • Deliver capital projects on time and within budget. • Seek funding opportunities to fund infrastructure projects. • Update the ten (10) year master plan. |

Authorized Positions

Current Positions

| Position Title | FY 2016-2017 | FY 2017-2018 | FY 2018-2019 | FY 2019-2020 |
|--|--------------|--------------|--------------|--------------|
| Office Assistant | 1 | 1 | 1 | 1 |
| Administrative Assistant | 2 | 2 | 2 | 2 |
| Executive Assistant | 1 | 1 | 1 | 1 |
| Project Analyst | 1 | 1 | 0 | 0 |
| Account Clerk | 0 | 0 | 1 | 1 |
| Accountant | 1 | 1 | 1 | 1 |
| Water Services Technician I | 1 | 1 | 1 | 1 |
| Water Services Technician II | 1 | 1 | 1 | 1 |
| Parks & Maintenance Worker I | 0 | 0 | 1 | 1 |
| Parks & Maintenance Worker II | 4 | 4 | 3 | 3 |
| Parks & Maintenance Worker III | 0 | 0 | 1 | 1 |
| Recreation Programs Coordinator | 0 | 0 | 0 | 0 |
| Recreation Programs Coordinator Supervisor | 1 | 1 | 1 | 1 |
| Parks & Landscape Manager | 1 | 1 | 1 | 1 |
| Water & Wastewater Manager | 1 | 1 | 1 | 1 |
| Finance Manager | 1 | 1 | 1 | 1 |
| General Manager | 1 | 1 | 1 | 1 |
| Total | 17 | 17 | 18 | 18 |

Organizational Chart by Department



DRAFT

Salary & Wages

| Position | Range # | Hourly (min) | Monthly (min based on 40hrs/wk) | Hourly (max) | Monthly (max based on 40hrs/wk) |
|--|---------|--------------|---------------------------------|--------------|---------------------------------|
| 100 Series – Temporary/Intermittent Staff | | | | | |
| Recreation Leader I | 100 | \$10.00 | \$1,733 | \$11.03 | \$1,912 |
| Recreation Leader II | 105 | \$10.76 | \$1,865 | \$11.03 | \$2,011 |
| Lifeguard | 110 | \$11.03 | \$1,911.83 | \$12.18 | \$2,111 |
| LG/Swim Inst/Rec Lead III | 115 | \$12.00 | \$2,079.96 | \$13.25 | \$2,297 |
| Pool Supervisor | 125 | \$14.10 | \$2,443.95 | \$15.56 | \$2,697 |
| 200 Series- Non-Management Staff | | | | | |
| Landscape/Maintenance I | 220 | \$17.20 | \$2,981 | \$19.45 | \$3,371 |
| Landscape/Maintenance II | 235 | \$20.45 | \$3,545 | \$23.14 | \$4,011 |
| Landscape/Maintenance III | 250 | \$22.57 | \$3,912 | \$25.55 | \$4,429 |
| Office Asst./ Customer Service A | 225 | \$17.62 | 3,054 | \$19.94 | \$3,456 |
| Office Asst./ Customer Service B | 230 | \$19.45 | \$3,371 | \$22.03 | \$3,819 |
| Account Clerk | 240 | \$20.96 | \$3,633 | \$23.72 | \$4,111 |
| Admin Assistant A | 245 | \$21.47 | \$3,721 | \$24.29 | \$4,210 |
| Admin Assistant B | 260 | \$23.70 | \$4,108 | \$26.82 | \$4,649 |
| Senior Account Clerk | 255 | \$23.14 | \$4,011 | \$26.17 | \$4,536 |
| Accountant I | 275 | \$26.17 | \$4,536 | \$32.72 | \$5,671 |
| Executive Assistant A | 270 | \$26.83 | \$4,651 | \$30.36 | \$5,262 |
| Executive Assistant B | 280 | \$29.62 | \$5,134 | \$33.53 | \$5,812 |
| Water Tech I | 210 | \$18.52 | \$3,210 | \$20.98 | \$3,637 |
| Water Tech II | 270 | \$26.83 | \$4,651 | \$30.36 | \$5,262 |
| Water Tech II | 280 | \$30.36 | \$5,262 | \$33.53 | \$5,812 |
| Series 300: Management Staff | | | | | |
| Recreation Program Coordinator | 300 | \$26.83 | \$4,651 | \$33.53 | \$5,812 |
| Managers | 350 | \$33.65 | \$5,833 | \$42.11 | \$7,299 |

Minimum Wage Adjustment 2018-2019

The State of California minimum wage will increase year over year. The below table represents how the minimum wage increase affects the District Staff Salary Range Table.

| | Effective | 01/01/18 | | | | | |
|--|-----------|----------|---------|---------|---------|---------|---------|
| | | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
| Recreation Leader I | \$10.00 | \$11.00 | \$11.07 | \$11.15 | \$11.20 | \$11.25 | |
| Recreation Leader II | \$10.76 | \$11.25 | \$11.30 | \$11.40 | \$11.59 | \$11.60 | |
| Lifeguard | \$11.03 | \$11.50 | \$11.67 | \$11.84 | \$12.01 | \$12.18 | |
| Lifeguard/Swim Instructor & Rec Leader III | \$12.00 | \$12.00 | \$12.30 | \$12.61 | \$12.92 | \$13.25 | |
| Assist. Pool Supervisor | \$13.10 | \$13.10 | \$13.43 | \$13.76 | \$14.11 | \$14.45 | |
| Pool Supervisor | \$14.10 | \$14.10 | \$14.45 | \$14.81 | \$15.18 | \$15.56 | |
| Park/Landscape/Maintenance I | \$17.20 | \$17.20 | \$17.63 | \$18.07 | \$18.52 | \$18.99 | \$19.46 |
| Park/Landscape/Maintenance II | \$20.45 | \$20.45 | \$20.96 | \$21.49 | \$22.02 | \$22.57 | \$23.14 |
| Park/Landscape/Maintenance III | \$22.57 | \$22.57 | \$23.13 | \$23.71 | \$24.31 | \$24.91 | \$25.54 |
| Office Assistant/Customer Service Representative A | \$17.62 | \$17.62 | \$18.06 | \$18.51 | \$18.97 | \$19.45 | \$19.94 |
| Office Assistant/Customer Service Representative B | \$19.45 | \$19.45 | \$19.94 | \$20.43 | \$20.95 | \$21.47 | \$22.01 |
| Account Clerk | \$20.96 | \$20.96 | \$21.48 | \$22.02 | \$22.57 | \$23.14 | \$23.71 |
| Administrative Assistant/Park-Recreation Assistant A | \$21.47 | \$21.47 | \$22.01 | \$22.56 | \$23.12 | \$23.70 | \$24.29 |
| Administrative Assistant/Park-Recreation Assistant B | \$23.70 | \$23.70 | \$24.29 | \$24.90 | \$25.52 | \$26.16 | \$26.81 |
| Sr. Account Clerk | \$23.14 | \$23.14 | \$23.72 | \$24.31 | \$24.92 | \$25.54 | \$26.18 |
| Accountant I | \$26.17 | \$26.17 | \$26.82 | \$27.49 | \$28.18 | \$28.89 | \$29.61 |
| (con't from Accountant I above) | \$28.89 | \$28.89 | \$29.61 | \$30.35 | \$31.11 | \$31.89 | \$32.69 |
| Executive Assistant A | \$26.83 | \$26.83 | \$27.50 | \$28.19 | \$28.89 | \$29.62 | \$30.36 |
| Executive Assistant B | \$29.62 | \$29.62 | \$30.36 | \$31.12 | \$31.90 | \$32.69 | \$33.51 |
| Water Tech I | \$18.52 | \$18.52 | \$18.98 | \$19.46 | \$19.94 | \$20.44 | \$20.95 |
| Water Tech II | \$26.83 | \$26.83 | \$27.50 | \$28.19 | \$28.89 | \$29.62 | \$30.36 |
| Water Tech III | \$30.36 | \$30.36 | \$31.12 | \$31.90 | \$32.69 | \$33.51 | |
| Recreation Program Supervisor | \$26.83 | \$26.83 | \$27.50 | \$28.19 | \$28.89 | \$29.62 | \$30.36 |
| (Con't from Rec Program Supervisor Above) | | \$30.36 | \$31.12 | \$31.90 | \$32.69 | \$33.51 | |

*This table will be updated with new minimum wage rates in 2019.

- The numbers in green represent the current/existing salary rates.
- The number in blue represents the immediate effect.
- The numbers in red are the new pay scale rates.

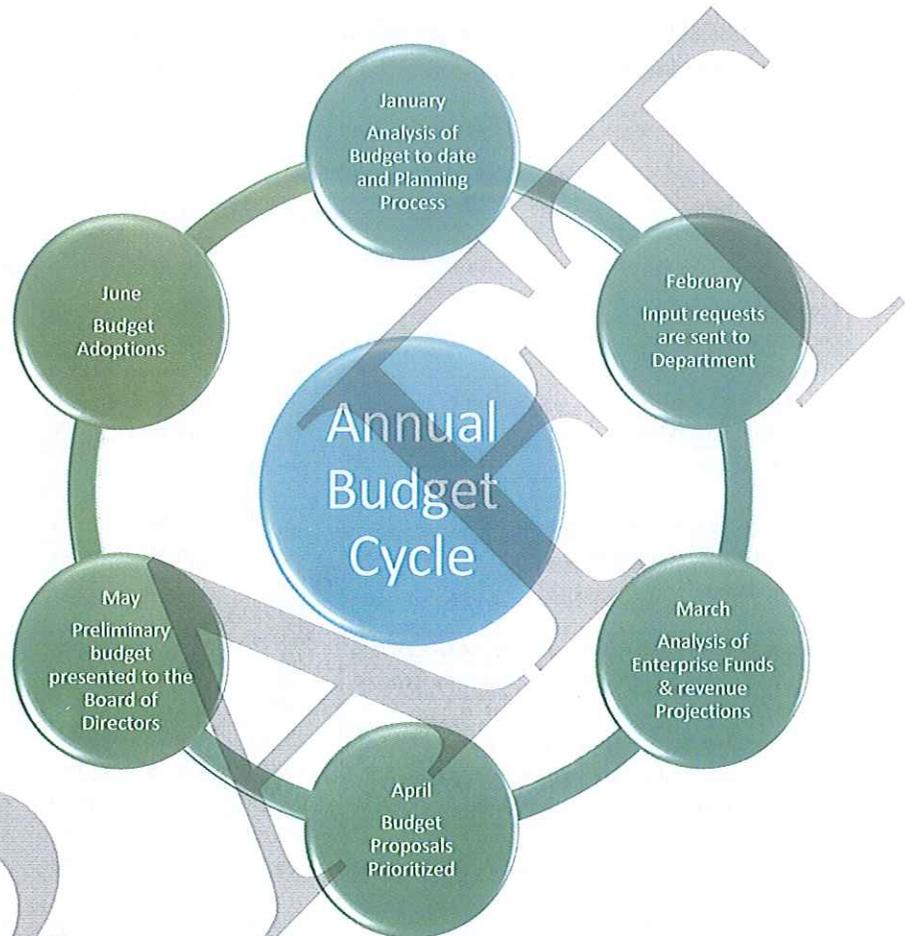
The Budget Process

Fiscal Year 2017-2019

2 Year Budget Build

The Budget is a spending management plan for the District's financial resources. Though the use of these resources, services are provided to meet the needs of the Town of Discovery Bay's residents.

The Districts annual budget process begins in January and concludes in June where the final budget is adopted.



January: Operating budget preparations begin with the analysis of the current year's budget, which helps to determine the base budget for the following year.

February: Budget guidelines and instructions distributed to each Department Head.

March: Departments heads meet with the Finance Manager to discuss their budget requests.

April: Department heads meet with the Finance Committee to review the preliminary budget, where the budget is prioritized, refined, compiled into the preliminary budget to bring to the Board of Director's.

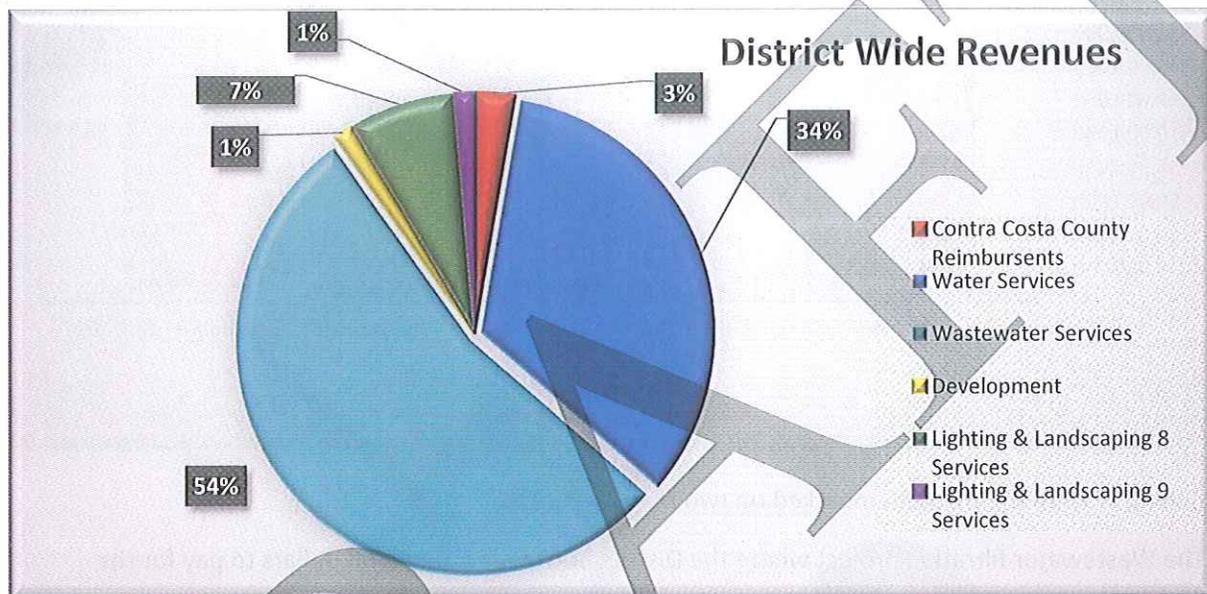
May: the preliminary budget is presented to the board of Director's requesting any comments or recommendations.

June: The final budget is presented and adopted by the Board of Director's.

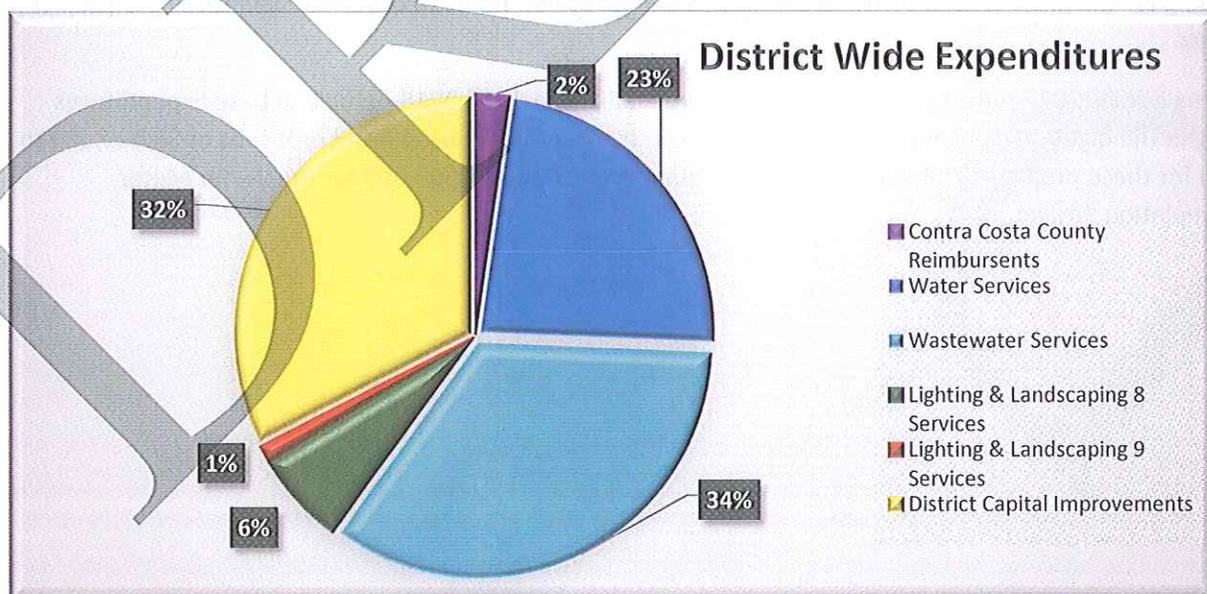
Budget Overview

The Town of Discovery Bay supports the Administration Department (which is defined as the Contra Costa County owned Special District maintained by TODB), the Water Department, the Wastewater Department and two Lighting and Landscaping Department Zones 8 & 9. Data is for budget year 2018-2019

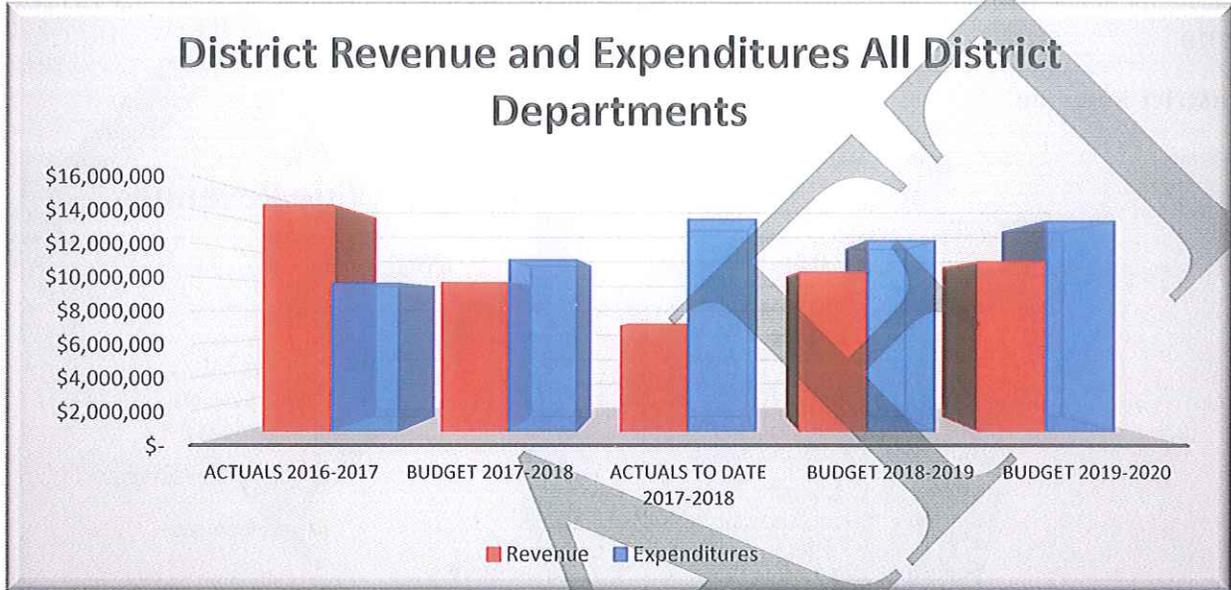
District Revenue



District Expenditures



District Wide Revenue and Expenditure Summary



Beginning in 2016 the District embarked on two major projects:

1. The Wastewater filtration project where the District borrowed 7.4 million dollars to pay for the project and;
2. The Water Meter Completion Project where the District borrowed 1.5 million dollars to assist in paying for the project. The District also used its water reserve funds to cover the balance of the project costs.

Actuals 2016-2017 reflect the receipt of bond proceeds. The 2017-2018 Actuals to Date Expenditures reflect the higher expenses due to these two projects. The District used Bond proceeds of \$8,825,000 to pay for these projects; \$7,400,000 for the Filtration Project and \$1,500,000 for the Water Meter Completion Project.

Administration Services Revenue, Operations & Maintenance, and Capital Improvements

The Administration Fund revenue and expenditures cover all the Contra County Special District transactions for Contra Costa Lighting and Landscaping Zones 35, 57, & 61 which are maintained by the Town of Discovery Bay and reimbursed back to the District from Contra Costa County. These Zones included the following:

- Zone 35 includes the landscaped median islands on Bixler Road at the intersection of Highway 4 and a pedestrian pathway from the Sandy Cove Shopping Center to Newport Drive. There are also included two pedestrian bridges along the path.
- Zone 57 includes all landscaped streetscape frontages in and outside of the Centex Development, along Highway 4, a portion of Bixler Road, and two (2) small parking areas. Regatta Park is also included in this zone.
- Zone 61 includes landscaped streetscape frontages along a major portion of Bixler Road, Point of Timber Road, the Park & Ride lot, a portion of Newport Drive, Preston Drive, and Slifer Drive. Slifer Park is also included in this zone.

Revenue

| Account Code | Administration Revenue | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|--------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 10-31-5150 | Payroll Reimbursement | \$0 | \$146,000 | \$0 | \$165,000 | \$165,000 |
| 10-31-5151 | Vehicle Reimbursement | \$0 | \$41,000 | \$66,483 | \$84,000 | \$84,000 |
| 10-31-5177 | Reimbursements | \$35,671 | \$0 | \$0 | \$0 | \$0 |
| 10-31-5226 | Landscape Reimbursements | \$103,558 | \$39,900 | \$21,595 | \$34,000 | \$34,000 |
| 10-31-5243 | Other | \$0 | \$0 | \$526 | \$0 | \$0 |
| 10-31-6046 | Permit Fee | \$2,650 | \$0 | \$750 | \$0 | \$0 |
| | Total | \$141,879 | \$226,900 | \$89,353 | \$283,000 | \$283,000 |

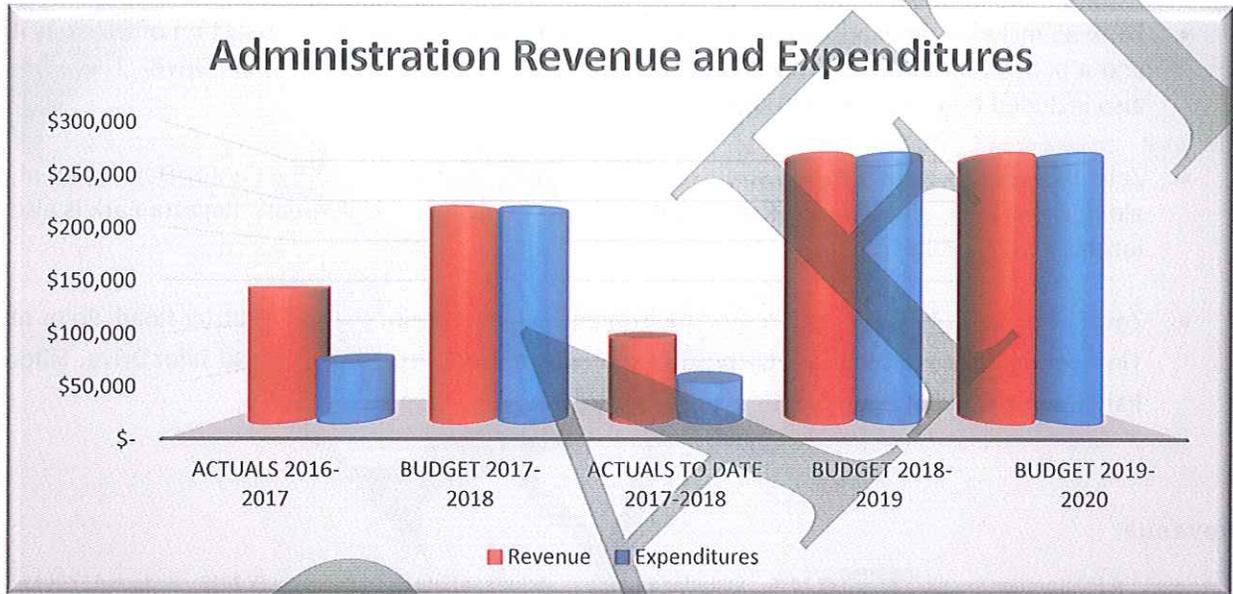
Expenditures

| Account Code | Administration Expenditures | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|--|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 10-41-7000 | Salary & Wages | \$0 | \$146,000 | \$0 | \$165,000 | \$165,000 |
| 10-41-7393 | Vehicle & Equipment Sup & Rep | \$0 | \$41,000 | \$0 | \$84,000 | \$84,000 |
| 10-41-7529 | Contra Costa County Landscape Reimbursable | \$64,077 | \$39,900 | \$43,828 | \$34,000 | \$34,000 |
| | Total | \$64,077 | \$226,900 | \$43,828 | \$283,000 | \$283,000 |

Capital Improvements

There are no capital improvements plan for Zones 35, 57 and 61 in the fiscal year 2018-2019.

| | Actuals 2016-2017 | Budget 2017-2018 | Actuals To Date 2017-2018 | Budget 2018-2019 | Budget 2019-2020 |
|---------------------------------------|-------------------|------------------|---------------------------|------------------|------------------|
| Revenue \$ | 141,879 | \$ 226,900 | \$ 89,353 | \$ 283,000 | \$ 283,000 |
| Expenditures \$ | 64,077 | \$ 226,900 | \$ 43,828 | \$ 283,000 | \$ 283,000 |
| Revenues In Excess of Expenditures \$ | 77,802 | \$ - | \$ 45,524 | \$ - | \$ - |



- Where expenditures exceed revenues, this represents the delay in the reimbursement payment from Contra Costa County Special Districts

Contra Costa County increased the budgets for the above Landscaping & Maintenance Zones over the 2017/2018 budget. This increase will only slightly assist the District in completing quality landscape care and maintenance. The District is continuing with its review of these zones and the sustainability to financially maintain them.

Water Services Revenue, Operations & Maintenance, and Capital Improvements

The revenue table below identifies the various sources of revenue that are anticipated during the next fiscal year. The primary source of the water revenue is derived from monthly volume water usage.

Revenue

| Account Code | Revenue | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|--------------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 20-31-5100 | SEC Collections Water | \$1,984,404 | \$0 | \$230,979 | \$0 | \$0 |
| 20-31-5102 | SEC Collections Meter/Account Charge | \$363,758 | \$1,114,000 | \$599,124 | \$1,249,000 | \$1,401,000 |
| 20-31-6000 | Water Charges | \$862,264 | \$1,980,000 | \$1,209,461 | \$2,221,000 | \$2,492,000 |
| 20-31-6086 | Meter Charge | \$54,048 | \$69,000 | \$43,087 | \$69,000 | \$69,000 |
| 20-31-5163 | TODB Sponsored Events | \$0 | \$0 | \$2,656 | \$0 | \$0 |
| 20-31-5177 | Reimbursements | \$6,860 | \$4,200 | \$2,576 | \$4,200 | \$4,200 |
| 20-31-5179 | Miscellaneous | \$13,013 | \$0 | \$14,682 | \$0 | \$0 |
| 20-31-5243 | Other | \$31,511 | \$1,100 | \$53,696 | \$1,100 | \$1,100 |
| 20-31-6030 | Developer Connection Fee | \$5,300 | \$5,000 | \$6,900 | \$10,000 | \$10,000 |
| 20-31-6045 | Developer Capacity Fee | \$257,050 | \$20,000 | \$334,650 | \$20,000 | \$20,000 |
| 20-31-6046 | Developer Permit Fee | \$0 | \$5,000 | \$2,700 | \$5,000 | \$5,000 |
| 20-31-6047 | Developer Inspection Fee | \$8,480 | \$5,000 | \$11,040 | \$5,000 | \$5,000 |
| 20-31-5226 | Water Meter Rental | \$4,159 | \$0 | \$475 | \$0 | \$0 |
| 20-31-5152 | Borrowed Reserves | \$1,042,138 | \$0 | \$0 | \$0 | \$0 |
| | Total | \$4,632,983 | \$3,203,300 | \$2,512,027 | \$3,584,300 | \$4,007,300 |

Expenditures

| Account Code | Expenses | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|---------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 20-41-7000 | Salary & Wages | \$293,446 | \$345,000 | \$239,431 | \$399,000 | \$439,000 |
| 20-41-7001 | Overtime | \$0 | \$2,000 | \$0 | \$2,000 | \$2,000 |
| 20-41-7030 | Group Insurance | \$66,507 | \$46,000 | \$61,917 | \$100,000 | \$110,000 |
| 20-41-7045 | Workers Comp | \$13,302 | \$22,600 | \$660 | \$22,000 | \$22,000 |
| 20-41-7060 | 457 B Plan | \$9,768 | \$13,000 | \$7,059 | \$13,000 | \$13,000 |
| 20-41-7150 | Temporary Employees | \$9,016 | \$3,000 | \$0 | \$3,000 | \$3,000 |
| 20-41-7165 | Board of Directors Compensation | \$12,006 | \$16,560 | \$7,360 | \$16,560 | \$16,560 |
| 20-41-7181 | Travel & Meetings - BOD | \$1,198 | \$2,400 | \$2,291 | \$2,400 | \$2,400 |
| 20-41-7182 | Travel | \$1,575 | \$3,200 | \$2,186 | \$3,200 | \$3,200 |
| 20-41-7196 | Training & Education - BOD | \$540 | \$800 | \$1,252 | \$800 | \$800 |
| 20-41-7197 | Train, Meet & Education | \$653 | \$5,200 | \$1,834 | \$6,000 | \$6,000 |
| 20-41-7210 | Dues & Subscriptions | \$0 | \$1,060 | \$0 | \$1,060 | \$1,060 |
| 20-41-7225 | Memberships | \$5,628 | \$7,200 | \$4,933 | \$7,200 | \$7,200 |
| 20-41-7255 | TODB Sponsored Events | \$0 | \$2,400 | \$0 | \$2,400 | \$2,400 |
| 20-41-7271 | Consulting Services | \$99,983 | \$318,000 | \$77,285 | \$107,000 | \$107,000 |

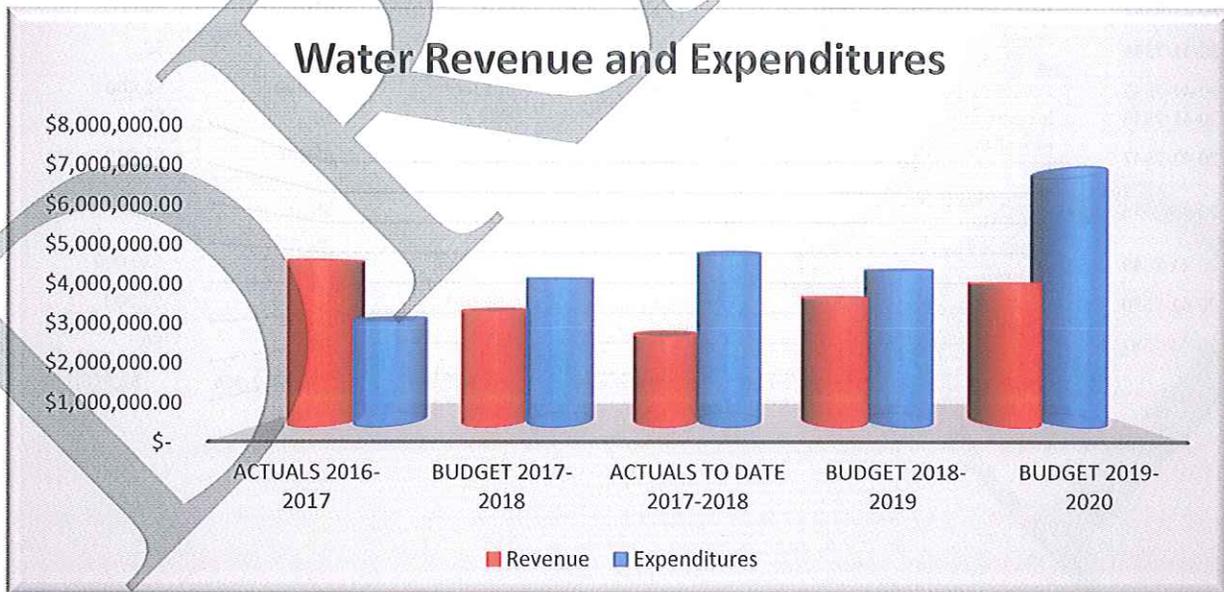
| Account Code | Expenses | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|-----------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 20-41-7272 | Water Service Contract | \$615,001 | \$636,540 | \$476,069 | \$636,540 | \$655,700 |
| 20-41-7275 | Preventative & Corrective | \$20,299 | \$42,800 | \$18,014 | \$42,800 | \$42,800 |
| 20-41-7276 | Contract Mailing | \$12,799 | \$15,000 | \$19,437 | \$39,000 | \$39,000 |
| 20-41-7277 | Veolia W Large Replacement | \$18,845 | \$40,000 | \$8,508 | \$40,000 | \$40,000 |
| 20-41-7286 | Legal - General | \$58,910 | \$32,000 | \$39,332 | \$32,000 | \$32,000 |
| 20-41-7288 | Legal - Litigation | \$8,036 | \$30,000 | \$8,800 | \$30,000 | \$30,000 |
| 20-41-7301 | Annual Audit Services | \$11,710 | \$16,500 | \$835 | \$16,500 | \$16,500 |
| 20-41-7316 | Election Expense | \$2,830 | \$0 | \$0 | \$4,000 | \$0 |
| 20-41-7317 | Advertising | \$1,347 | \$2,000 | \$1,325 | \$2,000 | \$2,000 |
| 20-41-7318 | Public Relations | \$5,467 | \$6,000 | \$5,582 | \$6,000 | \$6,000 |
| 20-41-7319 | Internet Website | \$540 | \$4,800 | \$3,520 | \$4,800 | \$4,800 |
| 20-41-7345 | Public Communications and Notices | \$447 | \$2,400 | \$0 | \$2,400 | \$2,400 |
| 20-41-7361 | Telephone - general | \$4,918 | \$8,400 | \$3,683 | \$8,400 | \$8,400 |
| 20-41-7362 | Telecom - networking | \$5,483 | \$1,080 | \$3,442 | \$1,080 | \$1,080 |
| 20-41-7363 | Telephone - cellular | \$3,303 | \$2,800 | \$2,734 | \$5,000 | \$5,000 |
| 20-41-7376 | Road/Construction Materials | \$26,829 | \$4,500 | \$9,735 | \$10,000 | \$10,000 |
| 20-41-7391 | Diesel Fuel | \$1,904 | \$1,500 | \$0 | \$1,500 | \$1,500 |
| 20-41-7392 | Vehicle & Equipment - Fuel | \$4,261 | \$6,500 | \$3,765 | \$6,500 | \$6,500 |
| 20-41-7393 | Vehicle & Equipment Sup & Rep | \$1,680 | \$4,400 | \$5,366 | \$4,400 | \$4,400 |
| 20-41-7404 | Water Meter and Registers | \$66,788 | \$25,000 | \$67,586 | \$93,000 | \$93,000 |
| 20-41-7405 | General Repairs - Pumps | \$0 | \$30,000 | \$0 | \$30,000 | \$30,000 |
| 20-41-7406 | General Repairs | \$375,421 | \$350,000 | \$255,353 | \$350,000 | \$350,000 |
| 20-41-7407 | Testing | \$0 | \$15,000 | \$0 | \$0 | \$0 |
| 20-41-7408 | Special Equipment | \$95 | \$1,200 | \$555 | \$1,200 | \$1,200 |
| 20-41-7409 | Info System - Maintenance | \$9,547 | \$10,000 | \$5,055 | \$10,000 | \$10,000 |
| 20-41-7410 | Equipment Maintenance | \$2,069 | \$3,600 | \$1,593 | \$3,600 | \$3,600 |
| 20-41-7411 | Software Hosting | \$14,987 | \$12,000 | \$11,164 | \$12,000 | \$12,000 |
| 20-41-7412 | Computer Equipment & Supplies | \$3,741 | \$2,400 | \$2,090 | \$2,400 | \$2,400 |
| 20-41-7413 | Miscellaneous Small Tools | \$772 | \$2,000 | \$1,058 | \$2,000 | \$2,000 |
| 20-41-7414 | Equipment Repair | \$0 | \$400 | \$0 | \$400 | \$400 |
| 20-41-7415 | Computer Software | \$302 | \$4,000 | \$404 | \$4,000 | \$4,000 |
| 20-41-7417 | Instrument & Controls | \$0 | \$0 | \$0 | \$12,500 | \$12,500 |
| 20-41-7423 | Office Furniture | \$917 | \$0 | \$67 | \$0 | \$0 |
| 20-41-7424 | Postage | \$847 | \$1,000 | \$704 | \$1,000 | \$1,000 |
| 20-41-7425 | Office Supplies | \$7,983 | \$4,400 | \$4,906 | \$4,400 | \$4,400 |
| 20-41-7437 | Rent Public Meetings | \$0 | \$200 | \$0 | \$200 | \$200 |
| 20-41-7438 | Building Rent | \$12,000 | \$13,000 | \$13,200 | \$13,200 | \$13,200 |
| 20-41-7439 | Equipment Rental/Leasing | \$585 | \$2,000 | \$257 | \$2,000 | \$2,000 |
| 20-41-7440 | Facility Maintenance - Landscape | \$73 | \$1,600 | \$0 | \$1,600 | \$1,600 |

| Account Code | Expenses | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|-----------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 20-41-7441 | Building Maintenance | \$11,319 | \$6,000 | \$4,020 | \$6,000 | \$6,000 |
| 20-41-7451 | Insurance - Liability | \$21,674 | \$24,200 | \$2,065 | \$24,200 | \$24,200 |
| 20-41-7453 | Insurance - Property | \$35 | \$13,200 | \$0 | \$13,200 | \$13,200 |
| 20-41-7466 | Permits & Fees | \$30,239 | \$16,000 | \$25,103 | \$16,000 | \$16,000 |
| 20-41-7469 | Personal Protective Equipment | \$547 | \$680 | \$828 | \$680 | \$680 |
| 20-41-7470 | Safety Equipment & Supplies | \$1,087 | \$1,400 | \$436 | \$1,400 | \$1,400 |
| 20-41-7481 | Utilities/Electrical Cost | \$372,412 | \$320,000 | \$351,153 | \$400,000 | \$420,000 |
| 20-41-7483 | Utilities/Waste Cost | \$219 | \$0 | \$509 | \$0 | \$0 |
| 20-41-7495 | Chemicals | \$14,661 | \$20,000 | \$22,661 | \$25,000 | \$26,000 |
| 20-41-7510 | Freight | \$0 | \$800 | \$0 | \$800 | \$800 |
| 20-41-7511 | UPS/Courier | \$0 | \$320 | \$0 | \$320 | \$320 |
| 20-41-7525 | Reserve Expense | \$0 | \$0 | \$0 | \$0 | \$0 |
| 20-41-7526 | Miscellaneous Bank Charges | \$7,226 | \$4,000 | \$10,204 | \$12,000 | \$12,000 |
| 20-41-7527 | Miscellaneous Services & Supplies | \$1,358 | \$1,200 | \$852 | \$1,200 | \$1,200 |
| 20-41-7528 | Miscellaneous Reimbursable | \$0 | \$400 | \$0 | \$400 | \$400 |
| 20-41-7529 | Landscape Related Reimbursable | \$0 | \$0 | \$0 | \$0 | \$0 |
| 20-41-7530 | Unrecoverable Charges | \$0 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 20-41-7532 | Miscellaneous | \$0 | \$2,000 | \$0 | \$2,000 | \$2,000 |
| 20-41-7533 | Bad Debt | \$752 | \$5,000 | \$429 | \$5,000 | \$5,000 |
| 20-41-7534 | Special Expense | \$956 | \$2,000 | \$503 | \$2,000 | \$2,000 |
| 20-41-7535 | Credit Memo | \$0 | \$5,000 | \$0 | \$5,000 | \$5,000 |
| 20-41-7536 | Operating Transfer Out | \$0 | \$0 | \$0 | \$0 | \$0 |
| 20-41-7537 | Debt Service | \$88,498 | \$292,127 | \$96,799 | \$257,904 | \$257,904 |
| 20-41-7542 | Taxes & Assessments | \$0 | \$400 | \$0 | \$400 | \$400 |
| 20-41-7544 | Reimbursement for County Admin | \$0 | \$0 | \$368 | \$0 | \$0 |
| 20-41-7545 | Revenue Collection | \$2,197 | \$2,400 | \$1,083 | \$2,400 | \$2,400 |
| 20-41-7546 | Investment Fee | \$0 | \$0 | \$0 | \$0 | \$0 |
| 20-41-7547 | Payroll Wire Transfer Fee | \$208 | \$1,040 | \$185 | \$1,040 | \$1,040 |
| 20-41-7548 | Accounting (A/P, A/R, GL) | \$0 | \$800 | \$0 | \$800 | \$800 |
| 20-41-7549 | Public Works - Permits | \$6,834 | \$10,000 | \$17,852 | \$10,000 | \$10,000 |
| 20-41-7550 | Property Taxes | \$150 | \$1,200 | \$2,961 | \$1,200 | \$1,200 |
| 20-41-7587 | Developer Deposit Reimbursement | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Total | \$2,374,724 | \$2,854,607 | \$1,918,357 | \$2,911,984 | \$2,998,144 |

Capital Improvements

| Account Code | Capital Improvements | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|--|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 20-1160 | Water Capital Improvements & Structure Replacement | \$317,611 | \$925,000 | \$2,680,496 | \$1,237,173 | \$3,933,324 |
| 20-1100 | Equipment | \$3,717 | \$81,000 | \$0 | \$20,000 | \$100,000 |
| 20-1120 | Vehicle | \$0 | \$14,000 | \$13,830 | \$0 | \$0 |
| 20-1180-49 | Water Infrastructure Replacement | \$200,000 | \$200,000 | \$200,000 | \$200,000 | \$200,000 |
| 20-1180-48 | Booster Pump Infrastructure Replacement | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 |
| 20-1180-50 | Facility Infrastructure Replacement | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| 20-1180 | Vehicle Replacement | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| 20-1180-67 | Generator Infrastructure Replacement | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| | Total | \$571,328 | \$1,270,000 | \$2,944,325 | \$1,507,173 | \$4,283,324 |

| | Actuals 2016-2017 | Budget 2017-2018 | Actuals To Date 2017-2018 | Budget 2018-2019 | Budget 2019-2020 |
|----------------------------|-------------------|------------------|---------------------------|------------------|-------------------|
| Revenue | \$ 4,632,982.92 | \$ 3,203,300.00 | \$ 2,512,026.70 | \$ 3,584,300.00 | \$ 4,007,300.00 |
| Expenditures | \$ 2,946,051.79 | \$ 4,124,607.00 | \$ 4,862,682.06 | \$ 4,419,157.00 | \$ 7,281,468.00 |
| Revenues over Expenditures | \$ 1,686,931.13 | \$ (921,307.00) | \$ (2,350,655.86) | \$ (834,857.00) | \$ (3,274,168.00) |



Beginning in January 2017 the Water Services Department started the Water Meter Completion Project with an estimated budget of \$3.111M. The District hired Luhdorff & Scalamanini Contract Engineers to write the Bid document and to act as the project manager for the duration of the project. This project was partially funded by bond monies, of \$1.5M with the balance of the project paid out of the water reserve fund \$1.629M. This project is the primary cause for the overage of expenditures in the water department for fiscal years 2017 through 2018. Now complete, the District installed 3,496 meters with a total project cost of \$3,129,108.

In fiscal year 2018/2019, the district will begin new Capital Improvement Projects. The design and site acquisition for a new well named Well #8, and the reconstruction of two existing wells Well #2 and Well #4A. The estimated cost of these projects is \$547K. The District must also complete a Water Meter Cross Connection Survey. District Staff and the Board of Directors will continue to discuss and plan to fund Well #8 in fiscal year 2019/2020.

Reserves

| Account Code | Reserves & Restricted Accounts | Year-End FY 2016-2017 | Estimated End of Year FY 2017-2018 | Estimated FY 2018-2019 | Estimated FY 2019-2020 | Estimated FY 2020-2021 |
|----------------------------|--|-----------------------|------------------------------------|------------------------|------------------------|------------------------|
| Reserves | Water Reserves | \$1,677,759 | \$48,651 | \$48,651 | \$48,651 | \$48,651 |
| Infrastructure Replacement | Booster Pump Replacement Fund | \$115,068 | \$135,068 | \$155,068 | \$175,068 | \$195,068 |
| Infrastructure Replacement | W Infrastructure Replacement Fund | \$812,290 | \$218,728 | \$418,728 | \$618,728 | \$818,728 |
| Infrastructure Replacement | Generators Replacement Fund | \$49,200 | \$59,200 | \$69,200 | \$79,200 | \$89,200 |
| Infrastructure Replacement | Facility & Vehicle Replacement Fund | \$56,000 | \$66,000 | \$76,000 | \$86,000 | \$96,000 |
| Infrastructure Replacement | Vehicle Replacement Fund | \$56,000 | \$66,000 | \$76,000 | \$86,000 | \$96,000 |
| Infrastructure Replacement | Water Pipe Distribution Replacement Fund | \$184,000 | \$537,000 | \$1,032,000 | \$1,032,000 | \$1,032,000 |
| | Total | \$2,950,317 | \$1,130,647 | \$1,875,647 | \$2,125,647 | \$2,375,647 |

Developer Fees

| Account Code | Restricted Account | Year-End FY 2016-2017 | Estimated End of Year FY 2017-2018 | Estimated FY 2018-2019 | Estimated FY 2019-2020 | Estimated FY 2020-2021 |
|----------------|----------------------------|-----------------------|------------------------------------|------------------------|------------------------|------------------------|
| Developer Fees | Capacity & Connection Fees | \$1,034,016 | \$1,407,466 | \$1,437,466 | \$1,467,466 | \$1,497,466 |
| | Total | \$1,034,016 | \$1,407,466 | \$1,437,466 | \$1,467,466 | \$1,497,466 |

The District maintains a water reserve. This reserve has been established for emergency use or project spend for the water utility system. In addition to the water reserve in 2011, the District created an infrastructure replacement program. These funds are for the future replacements or improvements of the water infrastructure system including, wells, pipes, tanks, pumps motors, vehicles, meters, readers and generator replacements. The board has authorized the use of these funds for infrastructure needs. In 2017 it was approved the use the reserve funds and the infrastructure replacement funds to assist the District with paying for the Water Meter Completion Project and any infrastructure improvements along the way that the project had exposed. The project was completed in December 2017 with project costs totaling \$3,129,107 and infrastructure repairs totaling \$793,562.

The Developer Fees are acquired when new home construction permits are pulled. These fees are charged to connect and utilize the Districts water and wastewater utilities. All developer fees are on the Districts website <http://www.todb.ca.gov/ordinances-town-discovery-bay>.

DRAFT

Water Utility Rate

A Water rate study was conducted and adopted in 2016. You can find the entire rate study on the district website at <http://www.toddb.ca.gov/>.

| WATER | Current | | Proposed FY 2016/17 | | Proposed FY 2017/18 | | Proposed FY 2018/19 | | Proposed FY 2019/20 | | Proposed FY 2020/21 | |
|--------------------------------|--------------------|----------------|---------------------|----------------|---------------------|----------------|---------------------|----------------|---------------------|----------------|---------------------|----------------|
| | Monthly (\$/DU) | Yearly (\$/DU) | Monthly (\$/DU) | Yearly (\$/DU) | Monthly (\$/DU) | Yearly (\$/DU) | Monthly (\$/DU) | Yearly (\$/DU) | Monthly (\$/DU) | Yearly (\$/DU) | Monthly (\$/DU) | Yearly (\$/DU) |
| Residential Unmetered | | | | | | | | | | | | |
| Parcel Size (Square Feet/DU) | | | | | | | | | | | | |
| Condos w/irrigation | \$32.86 | \$394.28 | \$36.55 | \$438.60 | | | | | | | | |
| Condos w/o irrigation | \$21.52 | \$258.18 | \$23.91 | \$286.92 | | | | | | | | |
| Under 5,000 | \$32.86 | \$394.28 | \$36.55 | \$438.60 | | | | | | | | |
| 5,000 - 10,000 | \$41.56 | \$498.66 | \$46.03 | \$552.36 | | | | | | | | |
| 10,001 - 15,000 | \$50.25 | \$603.02 | \$55.51 | \$666.12 | | | | | | | | |
| Over 15,000 | \$50.25 | \$603.02 | \$55.51 | \$666.12 | | | | | | | | |
| Vacant | \$14.67 | \$176.00 | \$14.67 | \$176.00 | \$14.67 | \$176.00 | \$14.67 | \$176.00 | \$14.67 | \$176.00 | \$14.67 | \$176.00 |
| Plus Each Additional 1,000 | \$2.90 | \$34.80 | \$3.21 | \$38.54 | | | | | | | | |
| WATER All Metered | Monthly (\$/month) | Use (\$/ccf) | Monthly (\$/month) | Use (\$/ccf) | Monthly (\$/month) | Use (\$/ccf) | Monthly (\$/month) | Use (\$/ccf) | Monthly (\$/month) | Use (\$/ccf) | Monthly (\$/month) | Use (\$/ccf) |
| Non-irrigation Account Charge: | | | | | | | | | | | | |
| 5/8 Inch Meter | \$9.98 | | \$13.85 | | \$16.20 | | \$18.02 | | \$20.06 | | \$22.35 | |
| 1 Inch Meter | \$9.98 | | \$13.85 | | \$16.20 | | \$18.02 | | \$20.06 | | \$22.35 | |
| 1 1/2 Inch Meter | \$19.98 | | \$26.73 | | \$31.43 | | \$35.07 | | \$39.16 | | \$43.74 | |
| 2 Inch Meter | \$31.96 | | \$42.15 | | \$49.68 | | \$55.50 | | \$62.04 | | \$69.37 | |
| 3 Inch Meter | \$63.91 | | \$83.29 | | \$98.34 | | \$109.99 | | \$123.06 | | \$137.72 | |
| 4 Inch Meter | \$99.86 | | \$129.58 | | \$153.09 | | \$171.30 | | \$191.71 | | \$214.63 | |
| 6 Inch Meter | \$199.72 | | \$258.15 | | \$305.18 | | \$341.60 | | \$382.43 | | \$428.26 | |
| Irrigation Account Charge: | | | | | | | | | | | | |
| 5/8" Inch Meter | \$3.02 | | \$13.08 | | \$15.29 | | \$17.00 | | \$18.92 | | \$21.07 | |
| 1 Inch Meter | \$3.02 | | \$13.08 | | \$15.29 | | \$17.00 | | \$18.92 | | \$21.07 | |
| 1 1/2 Inch Meter | \$6.04 | | \$25.18 | | \$29.60 | | \$33.03 | | \$36.87 | | \$41.18 | |
| 2 Inch Meter | \$9.67 | | \$39.68 | | \$46.76 | | \$52.23 | | \$58.38 | | \$65.27 | |
| 3 Inch Meter | \$19.34 | | \$78.35 | | \$92.50 | | \$103.45 | | \$115.73 | | \$129.52 | |
| 4 Inch Meter | \$30.21 | | \$121.86 | | \$143.97 | | \$161.08 | | \$180.27 | | \$201.81 | |
| 6 Inch Meter | \$60.42 | | \$242.73 | | \$286.93 | | \$321.17 | | \$359.54 | | \$402.62 | |
| Metered Usage Charge: | | | | | | | | | | | | |
| All Usage | | \$1,512 | | \$1,580 | | \$1,799 | | \$2,015 | | \$2,257 | | \$2,528 |

DU = Dwelling Unit
ccf = 100 cubic feet = 748 gallons

Wastewater Services Revenue, Operations & Maintenance, and Capital Improvements

The revenue table below identifies the various sources of revenue that can be anticipated during the next fiscal year. The primary source of the Wastewater revenue is derived from Property Tax charges for the collection, conveyance, treatment, and discharge of treated effluent.

Revenue

| Account Code | Revenue | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|------------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 21-31-5101 | SEC Collections Wastewater | \$4,758,988 | \$5,283,000 | \$3,183,914 | \$5,499,000 | \$5,724,000 |
| 21-31-5163 | TODB Sponsored Events | \$0 | \$0 | \$10,550 | \$0 | \$0 |
| 21-31-5152 | Reimbursement of Borrowed Reserves | \$4,002,338 | \$0 | \$0 | \$0 | \$0 |
| 21-31-6015 | Commercial Sewer Charges | \$119,126 | \$141,000 | \$95,532 | \$147,000 | \$153,000 |
| 21-31-5177 | Reimbursements | \$100 | \$6,300 | \$215 | \$6,300 | \$6,300 |
| 21-31-5179 | Miscellaneous | \$11,740 | \$0 | \$965 | \$0 | \$0 |
| 21-31-5243 | Other | \$12,080 | \$1,100 | \$118,298 | \$1,100 | \$1,000 |
| 21-31-6030 | Developer Connection Fee | \$5,300 | \$5,000 | \$6,900 | \$10,000 | \$10,000 |
| 21-31-6045 | Developer Capacity Fee | \$298,461 | \$80,000 | \$366,363 | \$65,000 | \$65,000 |
| 21-31-6046 | Developer Permit Fee | \$0 | \$8,000 | \$0 | \$8,000 | \$8,000 |
| 21-31-6047 | Developer Inspection Fee | \$8,480 | \$5,000 | \$11,040 | \$5,000 | \$5,000 |
| | Total | \$9,216,613 | \$5,529,400 | \$3,793,777 | \$5,741,400 | \$5,972,300 |

Expenditures

| Account Code | Expenses | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|---------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 21-41-7000 | Salary & Wages | \$364,451 | \$360,000 | \$281,399 | \$424,000 | \$466,000 |
| 21-41-7001 | Overtime | \$0 | \$3,000 | \$0 | \$3,000 | \$3,000 |
| 21-41-7030 | Group Insurance | \$99,252 | \$69,000 | \$92,876 | \$149,000 | \$164,000 |
| 21-41-7045 | Workers Comp | \$19,953 | \$30,000 | \$990 | \$30,000 | \$30,000 |
| 21-41-7060 | 457 B Plan | \$15,161 | \$18,540 | \$10,589 | \$19,000 | \$19,000 |
| 21-41-7150 | Temporary Employees | \$7,057 | \$5,000 | \$0 | \$5,000 | \$5,000 |
| 21-41-7165 | Board of Directors Compensation | \$18,009 | \$24,840 | \$11,040 | \$24,840 | \$24,840 |
| 21-41-7181 | Travel & Meetings - BOD | \$1,887 | \$3,600 | \$3,326 | \$3,600 | \$3,600 |
| 21-41-7182 | Travel | \$2,015 | \$4,800 | \$1,916 | \$4,800 | \$4,800 |
| 21-41-7196 | Training & Education - BOD | \$810 | \$1,200 | \$1,878 | \$1,200 | \$1,200 |
| 21-41-7197 | Train, Meet & Education | \$980 | \$7,800 | \$1,400 | \$8,000 | \$8,000 |
| 21-41-7210 | Dues & Subscriptions | \$0 | \$1,590 | \$140 | \$1,590 | \$1,590 |
| 21-41-7225 | Memberships | \$6,437 | \$7,200 | \$6,819 | \$7,200 | \$7,200 |
| 21-41-7255 | TODB Sponsored Events | \$0 | \$3,600 | \$5,353 | \$3,600 | \$3,600 |

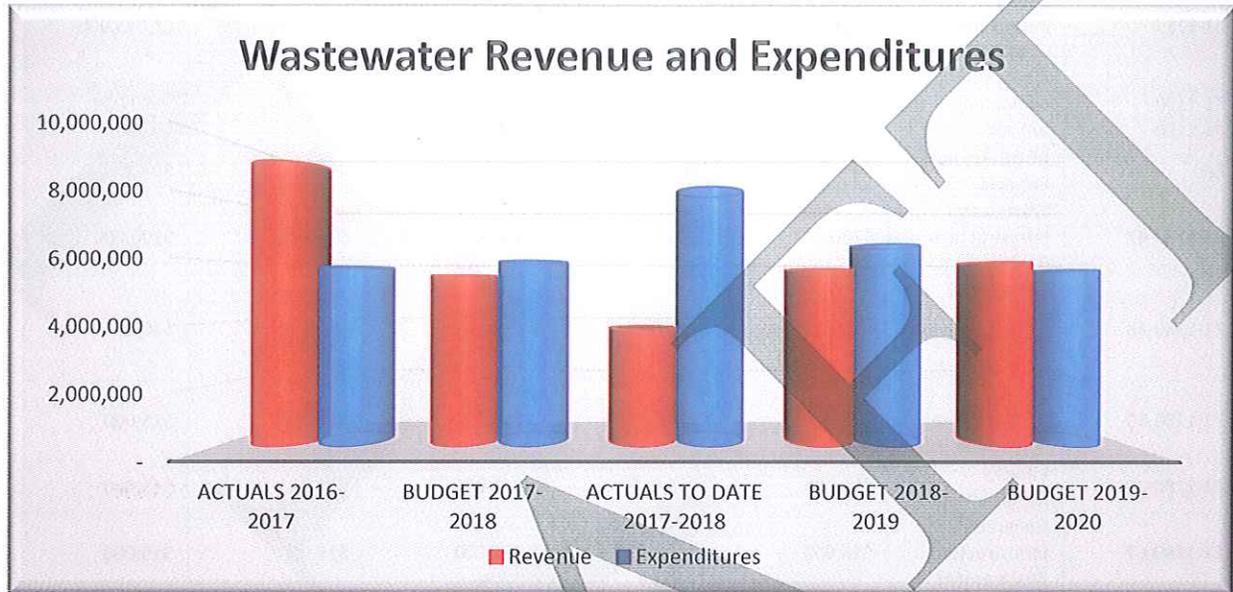
| Account Code | Expenses | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|-----------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 21-41-7270 | Environmental Studies | \$4,651 | \$0 | \$0 | \$0 | \$0 |
| 21-41-7271 | Consulting Services | \$94,967 | \$190,000 | \$23,574 | \$102,000 | \$120,000 |
| 21-41-7272 | Wastewater Service Contract | \$922,502 | \$955,000 | \$714,104 | \$983,000 | \$1,012,500 |
| 21-41-7275 | Preventative & Corrective | \$67,177 | \$64,200 | \$40,605 | \$64,200 | \$64,200 |
| 21-41-7277 | Veolia WW Large Replacement | \$73,445 | \$60,000 | \$22,736 | \$60,000 | \$60,000 |
| 21-41-7286 | Legal - General | \$79,709 | \$73,000 | \$38,549 | \$73,000 | \$73,000 |
| 21-41-7288 | Legal - Litigation | \$12,053 | \$45,000 | \$13,200 | \$45,000 | \$45,000 |
| 21-41-7301 | Annual Audit Services | \$17,565 | \$20,000 | \$1,253 | \$20,000 | \$20,000 |
| 21-41-7315 | PR, Advertising & Elections | \$0 | \$0 | \$0 | \$0 | \$0 |
| 21-41-7316 | Election Expense | \$4,245 | \$0 | \$0 | \$5,000 | \$0 |
| 21-41-7317 | Advertising | \$1,347 | \$3,000 | \$1,260 | \$3,000 | \$3,000 |
| 21-41-7318 | Public Relations | \$0 | \$0 | \$0 | \$0 | \$0 |
| 21-41-7319 | Internet Website | \$810 | \$7,200 | \$5,280 | \$600 | \$600 |
| 21-41-7320 | Public Reports | \$0 | \$0 | \$0 | \$0 | \$0 |
| 21-41-7345 | Public Communications and Notices | \$64 | \$3,600 | \$0 | \$3,600 | \$3,600 |
| 21-41-7361 | Telephone - general | \$12,892 | \$15,000 | \$10,492 | \$15,000 | \$15,000 |
| 21-41-7362 | Telecom - networking | \$10,682 | \$15,000 | \$6,902 | \$15,000 | \$15,000 |
| 21-41-7363 | Telephone - cellular | \$3,569 | \$4,200 | \$2,369 | \$6,000 | \$6,000 |
| 21-41-7376 | Road/Construction Materials | \$941 | \$1,800 | \$0 | \$1,800 | \$1,800 |
| 21-41-7391 | Diesel Fuel | \$2,857 | \$5,000 | \$0 | \$5,000 | \$5,000 |
| 21-41-7392 | Vehicle & Equipment - Fuel | \$3,039 | \$6,000 | \$2,277 | \$6,000 | \$6,000 |
| 21-41-7393 | Vehicle & Equipment Sup & Rep | \$13,950 | \$6,000 | \$24,716 | \$6,000 | \$6,000 |
| 21-41-7405 | General Repairs - Pumps | \$19,775 | \$30,000 | \$1,751 | \$30,000 | \$30,000 |
| 21-41-7406 | General Repairs | \$26,662 | \$100,000 | \$27,188 | \$100,000 | \$100,000 |
| 21-41-7407 | NTR/SIP Testing - RWQCB | \$0 | \$5,000 | \$0 | \$5,000 | \$5,000 |
| 21-41-7408 | Special Equipment | \$106 | \$3,000 | \$7 | \$3,000 | \$3,000 |
| 21-41-7409 | Info System - Maintenance | \$13,908 | \$15,000 | \$7,656 | \$15,000 | \$15,000 |
| 21-41-7410 | Equipment Maintenance | \$2,754 | \$5,400 | \$1,939 | \$5,400 | \$5,400 |
| 21-41-7411 | Software Hosting | \$12,627 | \$6,000 | \$4,269 | \$6,000 | \$6,000 |
| 21-41-7412 | Computer Equipment & Supplies | \$4,583 | \$3,600 | \$1,649 | \$3,600 | \$3,600 |
| 21-41-7413 | Miscellaneous Small Tools | \$187 | \$3,000 | \$2,108 | \$3,000 | \$3,000 |
| 21-41-7414 | Equipment Repair | \$0 | \$600 | \$0 | \$600 | \$600 |
| 21-41-7415 | Computer Software | \$550 | \$6,000 | \$626 | \$6,000 | \$6,000 |
| 21-41-7416 | UV Parts | \$0 | \$50,000 | \$21,799 | \$50,000 | \$50,000 |
| 21-41-7417 | Instrument & Controls | \$0 | \$50,000 | \$0 | \$47,000 | \$47,000 |
| 21-41-7422 | Minor Equipment/Furniture | \$1,375 | \$0 | \$0 | \$0 | \$0 |
| 21-41-7424 | Postage | \$1,239 | \$1,500 | \$1,025 | \$1,500 | \$1,500 |
| 21-41-7425 | Office Supplies | \$8,837 | \$6,000 | \$5,068 | \$6,000 | \$6,000 |
| 21-41-7437 | Rent Public Meetings | \$0 | \$300 | \$0 | \$300 | \$300 |

| Account Code | Expenses | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|-----------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 21-41-7438 | Building Rent | \$18,000 | \$20,000 | \$19,800 | \$19,800 | \$19,800 |
| 21-41-7439 | Equipment Rental/Leasing | \$877 | \$3,000 | \$386 | \$3,000 | \$3,000 |
| 21-41-7440 | Facility Maintenance - Landscape | (\$14,962) | \$2,400 | \$0 | \$2,400 | \$2,400 |
| 21-41-7441 | Building Maintenance | \$6,219 | \$12,000 | \$6,298 | \$12,000 | \$12,000 |
| 21-41-7451 | Insurance - Liability | \$49,056 | \$30,300 | \$570 | \$30,300 | \$30,300 |
| 21-41-7453 | Insurance - Property | \$52 | \$18,480 | \$0 | \$18,480 | \$18,480 |
| 21-41-7466 | Permits & Fees | \$40,413 | \$36,000 | \$32,286 | \$36,000 | \$36,000 |
| 21-41-7467 | Special Expense | \$0 | \$0 | \$0 | \$0 | \$0 |
| 21-41-7468 | NPDES Permits & Fines | \$180,828 | \$0 | \$0 | \$70,000 | \$10,000 |
| 21-41-7469 | Personal Protective Equipment | \$1,246 | \$1,020 | \$358 | \$1,020 | \$1,020 |
| 21-41-7470 | Safety Equipment & Supplies | \$1,463 | \$3,000 | \$423 | \$3,000 | \$3,000 |
| 21-41-7481 | Utilities/Electrical Cost | \$434,055 | \$480,000 | \$363,959 | \$500,000 | \$525,000 |
| 21-41-7483 | Utilities/Waste Cost | \$328 | \$4,000 | \$948 | \$4,000 | \$4,000 |
| 21-41-7495 | Chemicals | \$15,064 | \$20,000 | \$24,146 | \$30,000 | \$31,000 |
| 21-41-7510 | Freight | \$0 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 21-41-7511 | UPS/Courier | \$0 | \$480 | \$0 | \$0 | \$0 |
| 21-41-7526 | Miscellaneous Bank Charges | \$3 | \$4,000 | \$91 | \$4,000 | \$4,000 |
| 21-41-7527 | Miscellaneous Services & Supplies | \$1,274 | \$4,500 | \$1,022 | \$4,500 | \$4,500 |
| 21-41-7528 | Miscellaneous Reimbursable | \$0 | \$600 | \$0 | \$600 | \$600 |
| 21-41-7530 | Unrecoverable Charges | \$0 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 21-41-7532 | Miscellaneous | \$0 | \$2,000 | \$0 | \$2,000 | \$2,000 |
| 21-41-7533 | Bad Debt | \$0 | \$5,000 | \$0 | \$5,000 | \$5,000 |
| 21-41-7534 | Special Expense | \$1,493 | \$3,000 | \$1,450 | \$3,000 | \$3,000 |
| 21-41-7535 | Credit Memo | \$0 | \$5,000 | \$0 | \$2,000 | \$2,000 |
| 21-41-7536 | Operating Transfer Out | \$0 | \$0 | \$0 | \$0 | \$0 |
| 21-41-7537 | Debt Service | \$739,107 | \$1,097,732 | \$719,689 | \$1,101,028 | \$1,101,028 |
| 21-41-7542 | Taxes & Assessments | \$0 | \$17,000 | \$0 | \$17,000 | \$17,000 |
| 21-41-7544 | Reimbursement for County Admin | \$0 | \$0 | \$552 | \$0 | \$0 |
| 21-41-7545 | Revenue Collection | \$3,823 | \$3,600 | \$4,986 | \$5,000 | \$5,000 |
| 21-41-7547 | Payroll Wire Transfer Fee | \$312 | \$1,560 | \$277 | \$1,560 | \$1,560 |
| 21-41-7548 | Accounting (A/P, A/R, GL) | \$0 | \$1,200 | \$0 | \$1,200 | \$1,200 |
| 21-41-7549 | Public Works - Permits | \$0 | \$2,000 | \$0 | \$2,000 | \$2,000 |
| 21-41-7550 | Property Taxes | \$11,483 | \$8,500 | \$15,466 | \$8,500 | \$8,500 |
| 21-41-7587 | Developer Deposit Reimbursement | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Total | \$3,445,216 | \$4,087,942 | \$2,592,837 | \$4,270,818 | \$4,336,318 |

Capital Improvements

| Account Code | Capital Improvements | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|---|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 21-1155 | Wastewater Capital Improvements & Structure Replacement | \$2,084,316 | \$1,533,000 | \$5,258,804 | \$2,014,000 | \$1,025,000 |
| 21-1100 | Equipment | \$5,575 | \$84,000 | \$0 | \$30,000 | \$150,000 |
| 21-1120 | Vehicle | \$0 | \$21,000 | \$20,744 | \$0 | \$0 |
| 800 | PG&E Funded Projects | \$0 | \$0 | \$229,089 | \$0 | \$0 |
| 21-1180-47 | Wastewater Infrastructure Replacement | \$200,000 | \$200,000 | \$200,000 | \$200,000 | \$200,000 |
| 21-1180-48 | Collection & Pumps Infrastructure Replacement | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 |
| 21-1180-50 | Facility Infrastructure Replacement | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| 21-1180- | Vehicle Replacement | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| 21-1180-67 | Generator Infrastructure Replacement | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| | Total | \$2,364,892 | \$1,913,000 | \$5,783,638 | \$2,319,000 | \$1,450,000 |

| | Actuals 2016-2017 | Budget 2017-2018 | Actuals To Date 2017-2018 | Budget 2018-2019 | Budget 2019-2020 |
|----------------------------|-------------------|------------------|---------------------------|------------------|------------------|
| Revenue | 9,216,613 | 5,529,400 | 3,793,777 | 5,741,400 | 5,972,300 |
| Expenditures | 5,810,108 | 6,000,942 | 8,376,475 | 6,589,818 | 5,786,318 |
| Revenues over Expenditures | 3,406,505 | (471,542) | (4,582,697) | (848,418) | 185,982 |



In December of 2017, the District completed the Title 22 Filtration Project. This project added tertiary filtration and UV upgrades to the District's Wastewater Plant 2. The National Pollution Discharge Elimination Systems (NPDES) permit that governs all wastewater activities for the District was renewed by the Regional Water Quality Control Board (RWQCB) on June 6, 2014. In the renewal, the RWQCB required the District to add tertiary filtration and UV upgrades and changed the permit limits for coliform in compliance with the CCR Title 22 unrestricted reuse. The facilities were obligatory to be constructed and operational by December 31, 2017, discharge limits have lowered. This project is listed in the Wastewater Rate Study and provides the necessary cash flow to pay the debt service of the bond. The project budget was \$7.4M, and in April 2017, the bond financing was finalized to fund the Filtration Project. The above table and graph show the actuals to date and the overage of expenses about this project. The District is utilizing the bond funds to reimburse the costs paid by reserves and to pay for costs that carried into FY 2017/2018. This total cost of the project is \$7,305,161, and the remainder of the bond funds will be used to finish resurfacing the pavement around the new structure.

Reserves

| Account Code | Reserves & Restricted Accounts | Year-End FY 2016-2017 | Estimated End of Year FY 2017-2018 | Estimated FY 2018-2019 | Estimated FY 2019-2020 | Estimated FY 2020-2021 |
|----------------------------|--|-----------------------|------------------------------------|------------------------|------------------------|------------------------|
| Reserves | Wastewater Reserves | \$2,516,638 | \$2,516,638 | \$2,516,638 | \$2,516,638 | \$2,516,638 |
| Infrastructure Replacement | Collection Pumps & Motors Replacement Fund | \$172,602 | \$202,602 | \$232,602 | \$262,602 | \$292,602 |
| Infrastructure Replacement | WW Infrastructure Replacement Fund | \$1,150,000 | \$1,350,000 | \$1,550,000 | \$1,750,000 | \$1,950,000 |
| Infrastructure Replacement | Generators Replacement Fund | \$74,029 | \$89,029 | \$104,029 | \$119,029 | \$134,029 |
| Infrastructure Replacement | Facility Infrastructure Replacement Fund | \$84,000 | \$99,000 | \$114,000 | \$129,000 | \$144,000 |
| Infrastructure Replacement | Vehicle Replacement Fund | \$84,000 | \$99,000 | \$114,000 | \$129,000 | \$144,000 |
| | Total | \$4,081,269 | \$4,356,269 | \$4,631,269 | \$4,906,269 | \$5,181,269 |

Developer Fees

| Account Code | Restricted Account | Year-End FY 2016-2017 | Estimated End of Year FY 2017-2018 | Estimated FY 2018-2019 | Estimated FY 2019-2020 | Estimated FY 2020-2021 |
|----------------|----------------------------|-----------------------|------------------------------------|------------------------|------------------------|------------------------|
| Developer Fees | Capacity & Connection Fees | \$2,124,236 | \$2,434,742 | \$2,494,742 | \$2,554,742 | \$2,614,742 |
| | Total | \$2,124,236 | \$2,434,742 | \$2,494,742 | \$2,554,742 | \$2,614,742 |

The District maintains a wastewater reserve. This reserve has been established for emergency use or project spend for the wastewater utility system. In addition to the wastewater reserve in 2011, the District developed an infrastructure replacement program. These funds are saved for the future replacements or improvements of the wastewater infrastructure system including, pipes, chemical tanks, pumps, motors, vehicles, and generator replacements.

The Developer Fees are acquired when new home construction permits are pulled. These fees are charged to connect and utilize the Districts water and wastewater utilities. All developer fees are on the Districts website <http://www.todb.ca.gov/ordinances-town-discovery-bay>.

Wastewater Utility Rate

A Wastewater rate study was conducted and adopted in 2016. You can find the entire rate study on the district website at <http://www.todb.ca.gov/>.

| WASTEWATER | Current | | Proposed FY 2016/17 | | Proposed FY 2017/18 | | Proposed FY 2018/19 | | Proposed FY 2019/20 | | Proposed FY 2020/21 | |
|------------------------------------|-----------------|----------------|---------------------|----------------|---------------------|----------------|---------------------|----------------|---------------------|----------------|---------------------|----------------|
| | Monthly (\$/DU) | Yearly (\$/DU) | Monthly (\$/DU) | Yearly (\$/DU) | Monthly (\$/DU) | Yearly (\$/DU) | Monthly (\$/DU) | Yearly (\$/DU) | Monthly (\$/DU) | Yearly (\$/DU) | Monthly (\$/DU) | Yearly (\$/DU) |
| Residential Unmetered | | | | | | | | | | | | |
| Single Family - Each DU | \$61.95 | \$743.36 | \$68.76 | \$825.13 | \$76.32 | \$915.89 | \$79.38 | \$952.53 | \$82.55 | \$990.63 | \$85.85 | \$1,030.26 |
| Multiple Family/Condos - Each DU | \$46.46 | \$557.56 | \$51.57 | \$618.89 | \$57.25 | \$686.97 | \$59.54 | \$714.45 | \$61.92 | \$743.03 | \$64.40 | \$772.75 |
| Vacant | \$18.67 | \$224.00 | \$18.67 | \$224.00 | \$18.67 | \$224.00 | \$18.67 | \$224.00 | \$18.67 | \$224.00 | \$18.67 | \$224.00 |
| Nonresidential Metered | | | | | | | | | | | | |
| | Use (\$/ccf) | | Use (\$/ccf) | | Use (\$/ccf) | | Use (\$/ccf) | | Use (\$/ccf) | | Use (\$/ccf) | |
| Business/Government/Clubs | \$4.303 | | \$4.776 | | \$5.302 | | \$5.614 | | \$5.734 | | \$5.964 | |
| Restaurants/Bars/Dining Facilities | \$12.601 | | \$13.987 | | \$15.526 | | \$16.147 | | \$16.793 | | \$17.464 | |
| Schools | \$3.873 | | \$4.299 | | \$4.772 | | \$4.963 | | \$5.161 | | \$5.368 | |
| Other Domestic Strength Users | \$4.303 | | \$4.776 | | \$5.302 | | \$5.614 | | \$5.734 | | \$5.964 | |

DU = Dwelling Unit
ccf = 100 cubic feet = 748 gallons

Lighting & Landscaping Zone #8 Services Revenue, Operations & Maintenance, and Capital Improvements

The Lighting and Landscaping District #8 receives its revenues from an Appropriations limit set by the California Department of Finance. The District uses this calculation year over year to calculate the operating revenue that the District utilizes to maintain and operate the Lighting and Landscaping Zone #8 District.

Revenue

| Account Code | Revenue | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|--------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 40-31-5106 | Current Secured Property Tax | \$609,107 | \$616,220 | \$394,043 | \$644,137 | \$663,461 |
| 40-31-5107 | Supplemental Property Tax | \$159 | \$0 | \$0 | \$0 | \$0 |
| 40-31-5108 | Unitary Property Tax | \$2,590 | \$0 | \$0 | \$0 | \$0 |
| 40-31-5111 | Current Unsecured Property Tax | \$15,913 | \$0 | \$0 | \$0 | \$0 |
| 40-31-5117 | Other Tax | \$4,768 | \$0 | \$0 | \$0 | \$0 |
| 40-31-5151 | Landscape Related Reimbursable | \$0 | \$6,000 | \$0 | \$6,000 | \$6,000 |
| 40-31-5177 | Reimbursements | \$2,363 | \$0 | \$570 | \$0 | \$0 |
| 40-31-5226 | CCC Vehicle Reimbursement | \$48,678 | \$8,207 | \$0 | \$14,200 | \$14,200 |
| | Total | \$683,579 | \$630,427 | \$394,613 | \$664,337 | \$683,661 |

Expenditures

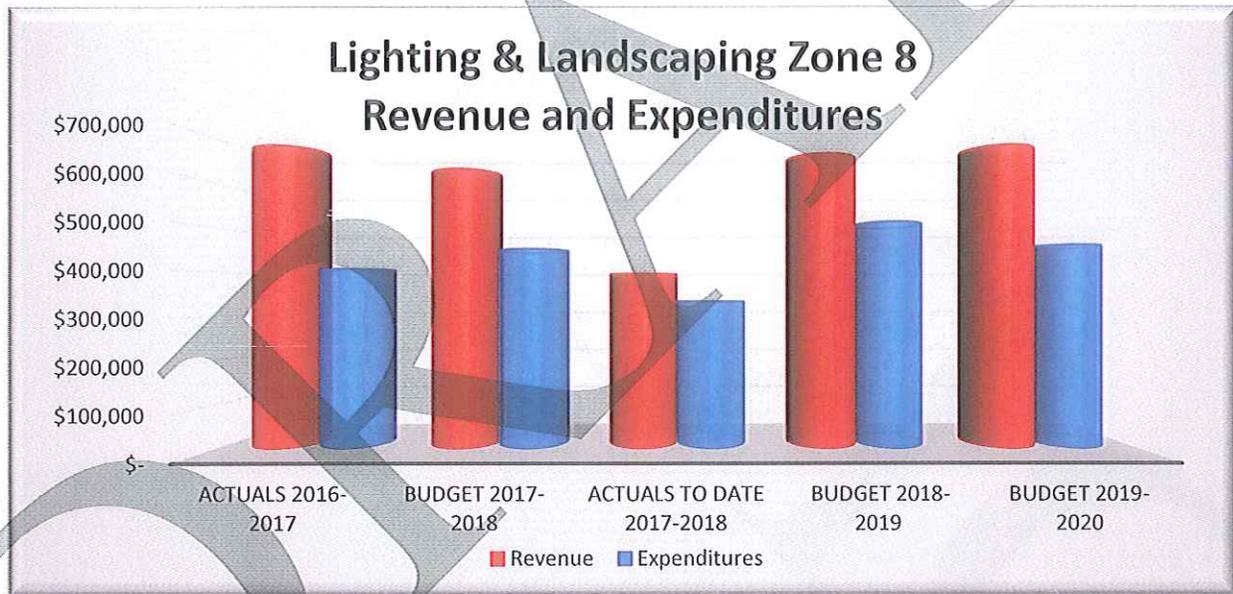
| Account Code | Expenses | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|-------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 40-41-7000 | Salary & Wages | \$151,808 | \$148,000 | \$111,749 | \$160,000 | \$168,000 |
| 40-41-7182 | Travel | \$16 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 40-41-7197 | Train, Meet & Education | \$6,489 | \$1,500 | \$2,425 | \$1,500 | \$1,500 |
| 40-41-7210 | Dues & Subscriptions | \$0 | \$200 | \$0 | \$200 | \$200 |
| 40-41-7225 | Memberships | \$0 | \$525 | \$60 | \$525 | \$525 |
| 40-41-7271 | Consulting Services | (\$694) | \$0 | \$95 | \$0 | \$0 |
| 40-41-7286 | Legal - General | \$315 | \$1,000 | \$2,033 | \$1,000 | \$1,000 |
| 40-41-7301 | Annual Audit Services | \$2,200 | \$2,220 | \$0 | \$2,200 | \$2,200 |
| 40-41-7317 | Advertising | \$0 | \$50 | \$0 | \$50 | \$50 |
| 40-41-7361 | Telephone - general | \$0 | \$1,125 | \$0 | \$1,125 | \$1,125 |
| 40-41-7362 | Telecom - networking | \$1,501 | \$900 | \$1,536 | \$900 | \$900 |
| 40-41-7363 | Telephone - cellular | \$1,474 | \$2,000 | \$1,270 | \$2,000 | \$2,000 |
| 40-41-7376 | Road/Construction Materials | \$0 | \$500 | \$0 | \$500 | \$500 |
| 40-41-7392 | Vehicle & Equipment - Fuel | \$3,944 | \$4,000 | \$4,313 | \$4,000 | \$4,000 |
| 40-41-7393 | Vehicle & Equipment Sup & Rep | \$327 | \$2,000 | \$1,702 | \$2,000 | \$2,000 |
| 40-41-7406 | General Repairs | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-7408 | Special Equipment | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-7409 | Info System - Maintenance | \$432 | \$800 | \$114 | \$800 | \$800 |

| Account Code | Expenses | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|-----------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 40-41-7410 | Equipment Maintenance | \$3,384 | \$4,500 | \$663 | \$3,000 | \$3,000 |
| 40-41-7411 | Software Hosting | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-7412 | Computer Equipment & Supplies | \$0 | \$150 | \$0 | \$150 | \$150 |
| 40-41-7413 | Miscellaneous Small Tools | \$1,261 | \$1,500 | \$1,656 | \$3,000 | \$3,000 |
| 40-41-7414 | Equipment Repair | \$26 | \$750 | \$883 | \$750 | \$750 |
| 40-41-7415 | Computer Software | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-7421 | Cleaning Supplies | \$30 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 40-41-7422 | Minor Equipment/Furniture | \$0 | \$150 | \$0 | \$150 | \$150 |
| 40-41-7424 | Postage | \$0 | \$150 | \$0 | \$150 | \$150 |
| 40-41-7425 | Office Supplies | \$929 | \$1,200 | \$537 | \$1,200 | \$1,200 |
| 40-41-7438 | Building Rent | \$7,800 | \$9,000 | \$2,600 | \$9,000 | \$9,000 |
| 40-41-7439 | Equipment Rental/Leasing | \$83 | \$2,000 | \$38 | \$2,000 | \$2,000 |
| 40-41-7440 | Facility Maintenance - Landscape | \$42,510 | \$50,000 | \$31,335 | \$50,000 | \$50,000 |
| 40-41-7441 | Building Maintenance | \$10,607 | \$6,000 | \$14,905 | \$8,000 | \$8,000 |
| 40-41-7451 | Insurance - Liability | \$6,742 | \$1,700 | \$0 | \$1,700 | \$1,700 |
| 40-41-7453 | Insurance - Property | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-7466 | Permits & Fees | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-7469 | Personal Protective Equipment | \$4,099 | \$3,000 | \$4,406 | \$3,000 | \$3,000 |
| 40-41-7470 | Safety Equipment & Supplies | \$188 | \$0 | \$0 | \$0 | \$0 |
| 40-41-7481 | Utilities/Electrical Cost | \$101,460 | \$80,000 | \$79,728 | \$80,000 | \$80,000 |
| 40-41-7482 | Utilities/Water Cost | \$33,061 | \$35,000 | \$34,848 | \$35,000 | \$35,000 |
| 40-41-7483 | Utilities/Waste Cost | \$10,899 | \$5,000 | \$4,894 | \$5,000 | \$5,000 |
| 40-41-7526 | Miscellaneous Bank Charges | \$867 | \$0 | \$500 | \$0 | \$0 |
| 40-41-7527 | Miscellaneous Services & Supplies | \$4 | \$2,000 | \$245 | \$2,000 | \$2,000 |
| 40-41-7534 | Special Expense | \$428 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 40-41-7542 | Taxes & Assessments | \$2,051 | \$2,000 | \$0 | \$2,000 | \$2,000 |
| 40-41-7543 | Inter-fund Investment Prop Tax | \$0 | \$300 | \$0 | \$300 | \$300 |
| 40-41-7544 | Reimbursement for County Admin | \$11,066 | \$500 | \$1,176 | \$500 | \$500 |
| 40-41-7545 | Revenue Collection | \$0 | \$2,000 | \$5,404 | \$2,000 | \$2,000 |
| 40-41-7548 | Accounting (A/P, A/R, GL) | \$49 | \$0 | \$2,256 | \$0 | \$0 |
| 40-41-7549 | Public Works - Permits | \$0 | \$500 | \$0 | \$500 | \$500 |
| 40-41-7550 | Property Taxes | \$938 | \$2,000 | \$911 | \$2,000 | \$2,000 |
| 40-41-7551 | CCC DB Sign Replacement | \$0 | \$0 | \$18,800 | \$5,000 | \$5,000 |
| | Total | \$406,290 | \$377,220 | \$331,081 | \$396,200 | \$404,200 |

Capital Improvements

| Account Code | Capital Improvements | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|-----------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 40-1135 | Building & Improvements | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-1155 | Parks | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-1160 | Streetscapes | \$0 | \$2,500 | \$0 | \$100,000 | \$0 |
| 40-1100 | Equipment | \$0 | \$36,000 | \$0 | \$15,000 | \$20,000 |
| 40-1180 | Light Pole Replacement Fund | \$0 | \$30,000 | \$0 | \$0 | \$30,000 |
| 40-1180 | Vehicle Replacement Fund | \$0 | \$5,000 | \$0 | \$0 | \$5,000 |
| | Total | \$0 | \$73,500 | \$0 | \$115,000 | \$55,000 |

| | Actuals 2016-2017 | Budget 2017-2018 | Actuals To Date 2017-2018 | Budget 2018-2019 | Budget 2019-2020 |
|----------------------------|-------------------|------------------|---------------------------|------------------|------------------|
| Revenue | \$ 683,579 | \$ 630,427 | \$ 394,613 | \$ 664,337 | \$ 683,661 |
| Expenditures | \$ 406,290 | \$ 450,720 | \$ 331,081 | \$ 511,200 | \$ 459,200 |
| Revenues over Expenditures | \$ 277,289 | \$ 179,707 | \$ 63,532 | \$ 153,137 | \$ 224,461 |



Lighting and Landscaping Zone #8 maintains the front entrance into Discovery Bay, the streetscapes, Cornell Park, and also manages the Community Center park grounds. In fiscal year 2018/2019, the Lighting and Landscape Department will be refurbishing the front entrance into Discovery Bay. Plans are in the design stage of the project and once finalized they will be brought to the Board of Directors for approval along with payment options.

Reserves

| Account Code | Reserves & Restricted Accounts | Year-End FY 2016-2017 | Estimated End of Year FY 2017-2018 | Estimated FY 2018-2019 | Estimated FY 2019-2020 | Estimated FY 2020-2021 |
|----------------------------|--------------------------------|-----------------------|------------------------------------|------------------------|------------------------|------------------------|
| Reserves | Zone 8 Reserve Fund | \$399,138 | \$399,138 | \$284,138 | \$284,138 | \$284,138 |
| Infrastructure Replacement | Vehicle Replacement Fund | \$0 | \$5,000 | \$5,000 | \$10,000 | \$15,000 |
| Infrastructure Replacement | Light Pole Replacement Fund | \$0 | \$30,000 | \$30,000 | \$60,000 | \$90,000 |
| | Total | \$399,138 | \$434,138 | \$319,138 | \$354,138 | \$389,138 |

The District maintains a landscaping reserve. This reserve has been established for emergency use, or project spends for the Lighting and Landscaping District #8. In addition to the reserve, in 2017 the District created an infrastructure replacement program. These funds are saved for the future replacements or improvements of the Lighting and Landscaping District including, vehicles, and light pole replacements. In fiscal year 2018/2019, this District may need to utilize the reserves to complete the Front Entrance Project and to purchase needed Equipment for Zone 8.

DRAFT

Lighting & Landscaping Zone #8 Appropriations

The Discovery Bay Lighting and Landscape Zone #8 (Zone 8) receives annual funding through a portion of property taxes collected within its boundaries. Each year, the Town of Discovery Bay Community Services District (District) is responsible for identifying its appropriation limit in accordance Article XIII B of the California Constitution, known as the Proposition 4 or the GANN limit.

Staff collects the necessary information from the California Department of Finance and calculates the Appropriations Limit for Zone 8 for board approval every July. The calculation is based on the previous year's appropriation limit and factors in the change of California's per capita personal income and local population percentage change.

<http://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PricePopulation2018.pdf>

Below is a snapshot of the history of previous Appropriations calculations by fiscal year.

Discovery Bay Lighting Landscape Zone 8
Appropriations Limit Calculation

| | Historical Limit (With Permitted Increases) | Per Capita Personal Income Change | Per Capita Ratio* | Population Change | Population Ratio* | Fiscal Year Factor |
|------------|--|--------------------------------------|-------------------|----------------------|-------------------|--------------------|
| Year 04/05 | \$ 352,279.00 | | | | | |
| Year 05/06 | \$ 379,708.29 | 5.26 | 1.0526 | 2.4 | 1.024 | 1.0778624 |
| Year 06/07 | \$ 402,876.48 | 3.96 | 1.0396 | 2.06 | 1.0206 | 1.06101576 |
| Year 07/08 | \$ 431,200.71 | 4.42 | 1.0442 | 2.5 | 1.025 | 1.070305 |
| Year 08/09 | \$ 461,481.34 | 4.29 | 1.0429 | 2.62 | 1.0262 | 1.07022398 |
| Year 09/10 | \$ 469,171.69 | 0.62 | 1.0062 | 1.04 | 1.0104 | 1.01666448 |
| Year 10/11 | \$ 458,900.84 | -2.54 | 0.9746 | 0.36 | 1.0036 | 0.97810856 |
| Year 11/12 | \$ 474,747.11 | 2.51 | 1.0251 | 0.92 | 1.0092 | 1.03453092 |
| Year 12/13 | \$ 497,620.79 | 3.77 | 1.0377 | 1.01 | 1.0101 | 1.04818077 |
| Year 13/14 | \$ 525,557.54 | 5.12 | 1.0512 | 0.47 | 1.0047 | 1.05614064 |
| Year 14/15 | \$ 530,903.12 | -0.23 | 0.9977 | 1.25 | 1.0125 | 1.01017125 |
| Year 15/16 | \$ 556,915.93 | 3.82 | 1.0382 | 1.04 | 1.0104 | 1.04899728 |
| Year 16/17 | \$ 592,397.12 | 5.37 | 1.0537 | 0.95 | 1.0095 | 1.06371015 |
| Year 17/18 | \$ 619,784.89 | 3.69 | 1.0369 | 0.9 | 1.009 | 1.0462321 |
| Year 18/19 | \$ 644,137.32 | 3.67 | 1.0367 | 0.25 | 1.0025 | 1.03929175 |

* Based on factors provided in the annual Price and Population Information letter from the California Department of Finance. Dated May 2018

Recreation Service Revenue, Operations & Maintenance, and Capital Improvements

The recreation department was established following the purchase of the Community Center in 2013. The Community Center is part of Zone #8 and is funded by the revenue that the community center generates from classes, the swim team, and events, as well as subsidized by Zone #8.

Revenue

| Account Code | Revenue | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|-------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 40-31-5148 | Advertising Revenue | \$0 | \$800 | \$0 | \$800 | \$800 |
| 40-31-5149 | Community Center Program Fees | \$48,870 | \$31,000 | \$0 | \$33,000 | \$35,000 |
| 40-31-5150 | Community Center Events | \$1,545 | \$3,000 | \$0 | \$3,000 | \$3,000 |
| 40-31-6000 | Recreation Revenue | \$3,251 | \$0 | \$96,626 | \$0 | \$0 |
| 40-31-6690 | Swim Team | \$40,875 | \$32,000 | \$0 | \$38,000 | \$38,000 |
| 40-31-6695 | Rentals | \$37,427 | \$38,000 | \$0 | \$38,000 | \$38,000 |
| 40-31-6996 | Community Center Apparel | \$671 | \$100 | \$0 | \$100 | \$300 |
| 40-31-6997 | Community Center Food | \$184 | \$100 | \$0 | \$100 | \$100 |
| 40-31-6998 | Community Center Beverage | \$847 | \$100 | \$0 | \$500 | \$500 |
| 40-31-6999 | Community Center Pool Fee | \$6,960 | \$7,500 | \$0 | \$7,500 | \$7,500 |
| | Total | \$140,629 | \$112,600 | \$96,626 | \$121,000 | \$123,200 |

Expenditures

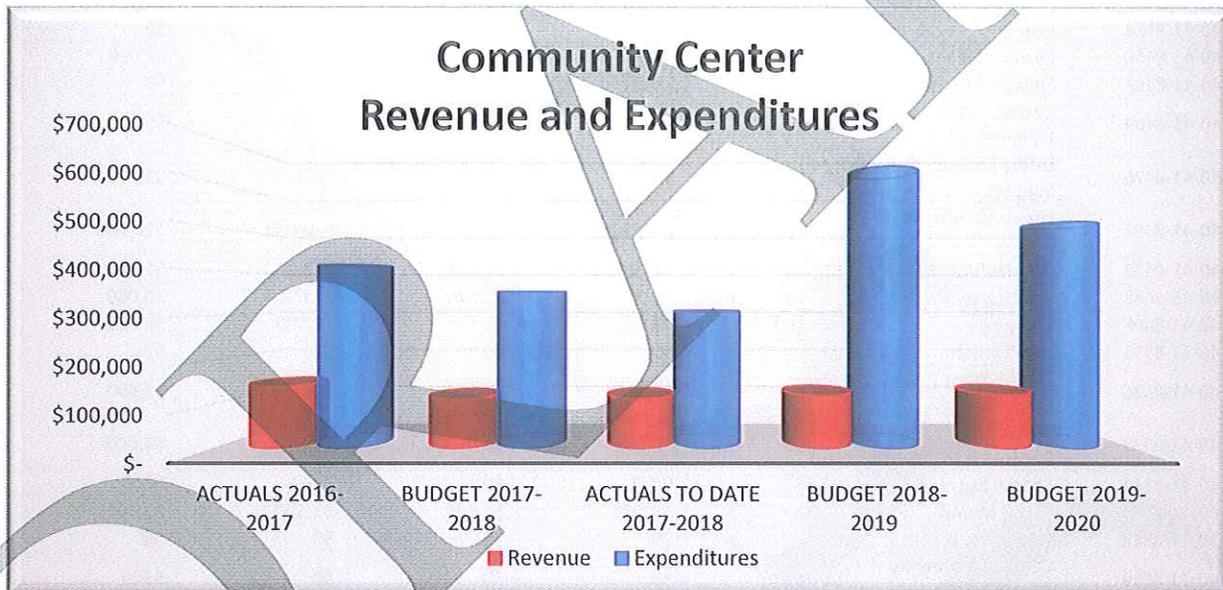
| Account Code | Expenses | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|-------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 40-41-8000 | Salary & Wages | \$233,440 | \$188,000 | \$164,596 | \$230,000 | \$250,000 |
| 40-41-8182 | Travel & Meetings | \$293 | \$700 | \$194 | \$700 | \$700 |
| 40-41-8197 | Train, Meet & Education | \$718 | \$1,500 | \$590 | \$1,500 | \$1,500 |
| 40-41-8210 | Dues & Subscriptions | \$455 | \$300 | \$0 | \$300 | \$300 |
| 40-41-8225 | Memberships | \$645 | \$0 | \$475 | \$0 | \$500 |
| 40-41-8256 | Events | \$3,560 | \$0 | \$6,191 | \$0 | \$3,000 |
| 40-41-8271 | Consulting Services | \$0 | \$10,000 | \$2,595 | \$0 | \$0 |
| 40-41-8273 | Professional Fees | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-8286 | Legal - General | \$0 | \$1,500 | \$424 | \$1,500 | \$1,500 |
| 40-41-8301 | Annual Audit Services | \$1,000 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 40-41-8317 | Advertising | \$16,080 | \$16,000 | \$10,301 | \$16,000 | \$16,000 |
| 40-41-8319 | Internet Website | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-8361 | Telephone - general | \$4,265 | \$2,000 | \$3,169 | \$2,000 | \$5,000 |
| 40-41-8362 | Telecom - networking | \$2,053 | \$700 | \$1,871 | \$700 | \$2,000 |
| 40-41-8363 | Telephone - cellular | \$409 | \$1,200 | \$107 | \$1,200 | \$1,200 |
| 40-41-8392 | Vehicle & Equipment - Fuel | \$0 | \$100 | \$0 | \$100 | \$100 |
| 40-41-8393 | Vehicle & Equipment Sup & Rep | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-8406 | General Repairs | \$371 | \$2,500 | \$0 | \$2,500 | \$2,500 |

| Account Code | Expenses | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|-----------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 40-41-8408 | Special Equipment | \$0 | \$100 | \$0 | \$100 | \$100 |
| 40-41-8409 | Info System - Maintenance | \$3,306 | \$2,000 | \$3,502 | \$2,000 | \$2,000 |
| 40-41-8410 | Equipment Maintenance | \$285 | \$800 | \$0 | \$800 | \$800 |
| 40-41-8411 | Software Hosting | \$4,450 | \$4,000 | \$3,007 | \$4,000 | \$4,000 |
| 40-41-8412 | Computer Equipment & Supplies | \$0 | \$0 | \$0 | \$0 | \$1,500 |
| 40-41-8415 | Computer Software | \$320 | \$0 | \$0 | \$0 | \$0 |
| 40-41-8424 | Postage | \$2,959 | \$3,000 | \$1,880 | \$3,000 | \$3,000 |
| 40-41-8425 | Office Supplies | \$4,300 | \$2,500 | \$2,062 | \$2,500 | \$2,500 |
| 40-41-8439 | Equipment Rental/Leasing | \$59 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 40-41-8440 | Facility Maintenance - Landscape | \$15,893 | \$20,000 | \$2,141 | \$15,000 | \$15,000 |
| 40-41-8441 | Building Maintenance | \$10,798 | \$5,000 | \$10,572 | \$10,000 | \$10,000 |
| 40-41-8442 | Pool Maintenance | \$8,207 | \$8,500 | \$5,954 | \$8,500 | \$8,500 |
| 40-41-8451 | Insurance - Liability | \$6,742 | \$3,500 | \$0 | \$3,500 | \$3,500 |
| 40-41-8452 | Insurance - Other | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-8453 | Insurance - Property | \$0 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 40-41-8454 | Insurance - Umbrella | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-8466 | Permits & Fees | \$1,071 | \$2,000 | \$1,468 | \$2,000 | \$2,000 |
| 40-41-8467 | Special Expense | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-8469 | Personal Protective Equipment | \$662 | \$500 | \$0 | \$500 | \$500 |
| 40-41-8470 | Safety Equipment & Supplies | \$2,738 | \$750 | \$1,666 | \$750 | \$1,200 |
| 40-41-8481 | Utilities/Electrical Cost | \$18,753 | \$20,000 | \$20,764 | \$20,000 | \$20,000 |
| 40-41-8482 | Utilities/Water Cost | \$1,544 | \$12,000 | \$7,294 | \$12,000 | \$12,000 |
| 40-41-8483 | Utilities/Waste Cost | \$4,775 | \$6,000 | \$3,570 | \$6,000 | \$6,000 |
| 40-41-8495 | Chemicals | \$12,190 | \$8,500 | \$5,722 | \$8,500 | \$8,500 |
| 40-41-8511 | UPS/Courier | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-8526 | Miscellaneous Bank Charges | \$3,940 | \$2,500 | \$2,141 | \$2,500 | \$2,500 |
| 40-41-8527 | Miscellaneous Services & Supplies | \$1,363 | \$1,000 | \$278 | \$1,000 | \$1,000 |
| 40-41-8534 | Special Expense | \$2,882 | \$300 | \$0 | \$300 | \$300 |
| 40-41-8535 | Credit Memo | \$260 | \$3,500 | \$1,439 | \$3,500 | \$3,500 |
| 40-41-8538 | Inspection & Fees | \$0 | \$0 | \$0 | \$0 | \$0 |
| 40-41-8539 | COGS - Community Center | \$0 | \$0 | \$0 | \$0 | \$300 |
| 40-41-8540 | Swim Team Expenses | \$8,202 | \$0 | \$0 | \$0 | \$0 |
| 40-41-8541 | Food Expense | \$0 | \$0 | \$184 | \$0 | \$100 |
| 40-41-8542 | Beverage Expense | \$461 | \$0 | \$0 | \$0 | \$500 |
| 40-41-8543 | Program Fees | \$34,282 | \$20,000 | \$15,091 | \$20,000 | \$35,000 |
| 40-41-8548 | Inter-governmental Charges | \$0 | \$200 | \$0 | \$200 | \$200 |
| 40-41-8550 | Property Taxes | \$1,089 | \$0 | \$470 | \$500 | \$500 |
| 40-41-8588 | CC County Accrued Sales Tax | \$0 | \$0 | \$0 | \$0 | \$0 |
| | Total | \$414,822 | \$354,150 | \$302,546 | \$386,650 | \$432,300 |

Capital Improvements

| Account Code | Capital Improvements | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|----------------|--------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| To Be Assigned | Building & Improvements | \$0 | \$0 | \$0 | \$33,000 | \$0 |
| To Be Assigned | Pool | \$0 | \$0 | \$0 | \$250,000 | \$0 |
| To Be Assigned | Equipment | \$0 | \$0 | \$6,426 | \$0 | \$0 |
| To Be Assigned | Park/Tennis Courts | \$0 | \$0 | \$0 | \$0 | \$70,000 |
| To Be Assigned | Swimming Pool Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| To Be Assigned | Tennis Court Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| | Total | \$0 | \$0 | \$6,423 | \$283,000 | \$80,000 |

| | Actuals Actuals 2016-2017 | Budget Budget 2017-2018 | Actuals to Date Actuals To Date 2017-2018 | Budget Budget 2018-2019 | Budget Budget 2019-2020 |
|----------------------------|------------------------------|----------------------------|--|----------------------------|----------------------------|
| Revenue | \$ 140,629 | \$ 112,600 | \$ 114,270 | \$ 121,000 | \$ 123,200 |
| Expenditures | \$ 414,822 | \$ 354,150 | \$ 308,969 | \$ 669,650 | \$ 512,300 |
| Revenues over Expenditures | \$ (274,194) | \$ (241,550) | \$ (194,699) | \$ (548,650) | \$ (389,100) |



The Community Center located at 1601 Discovery Bay Blvd was purchased in 2013. Renovations continue annually so that the District can offer a variety of events and classes for the residents of Discovery Bay. In the 2018/2019 year, the Recreation Department will be renovating the pool for \$250,000 and the chemical room for \$33,000. The recreation program guide is sent out in the fall for the fall/winter season and in the spring for the spring/summer season. These guides list all of the town's events and classes for residents of all ages. The Board of Directors and Staff are working together to develop a plan to increase revenues for the Community Centers future. The Community Center remains a valuable asset for Discovery Bay's parks and recreation programs.

Lighting & Landscaping Zone #9 Services Revenue, Operations & Maintenance, and Capital Improvements

The Lighting and Landscaping District #9 receives its revenues from an Assessment. Annually an engineering report completed by Herwit Engineering. The District uses this engineering report to calculate the operating revenue need for this District to maintain and operate the Lighting and Landscaping Zone 9 District.

Revenue

| Account Code | Revenue | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 41-31-5114 | Prior Unsecured Property Tax | \$385 | \$0 | \$0 | \$0 | \$0 |
| 41-31-5120 | Assessment Income | \$127,033 | \$134,000 | \$71,447 | \$134,000 | \$134,000 |
| 41-31-5177 | Reimbursements | \$0 | \$0 | \$0 | \$500 | \$500 |
| 41-31-5179 | Miscellaneous | \$110 | \$5,000 | \$0 | \$4,500 | \$4,500 |
| 41-31-5226 | CCC Vehicle Reimbursement | \$0 | \$4,000 | \$0 | \$4,000 | \$4,000 |
| | Total | \$127,528 | \$143,000 | \$71,447 | \$143,000 | \$143,000 |

Expenditures

| Account Code | Expenses | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|--------------|-------------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 41-41-7000 | Salary & Wages | \$54,885 | \$61,000 | \$36,501 | \$61,000 | \$61,000 |
| 41-41-7182 | Travel | \$19 | \$500 | \$0 | \$500 | \$500 |
| 41-41-7197 | Train, Meet & Education | \$133 | \$300 | \$100 | \$300 | \$300 |
| 41-41-7210 | Dues & Subscriptions | \$0 | \$200 | \$0 | \$200 | \$200 |
| 41-41-7225 | Memberships | \$0 | \$400 | \$0 | \$400 | \$400 |
| 41-41-7271 | Consulting Services | \$0 | \$4,100 | \$0 | \$3,900 | \$3,900 |
| 41-41-7286 | Legal - General | \$0 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 41-41-7301 | Annual Audit Services | \$2,200 | \$2,200 | \$0 | \$2,000 | \$2,000 |
| 41-41-7317 | Advertising | \$0 | \$60 | \$76 | \$0 | \$0 |
| 41-41-7361 | Telephone - general | \$235 | \$1,000 | \$61 | \$1,000 | \$1,000 |
| 41-41-7362 | Telecom - networking | \$263 | \$700 | \$0 | \$700 | \$700 |
| 41-41-7363 | Telephone - cellular | \$1,474 | \$1,200 | \$1,073 | \$1,200 | \$1,200 |
| 41-41-7376 | Road/Construction Materials | \$13,851 | \$200 | \$0 | \$200 | \$200 |
| 41-41-7391 | Diesel Fuel | \$0 | \$0 | \$0 | \$0 | \$0 |
| 41-41-7392 | Vehicle & Equipment - Fuel | \$4,627 | \$3,000 | \$3,501 | \$5,000 | \$5,000 |
| 41-41-7393 | Vehicle & Equipment Sup & Rep | \$1,605 | \$1,500 | \$2,118 | \$1,500 | \$1,500 |
| 41-41-7406 | General Repairs | \$0 | \$100 | \$0 | \$100 | \$100 |
| 41-41-7409 | Info System - Maintenance | \$29 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 41-41-7410 | Equipment Maintenance | \$1,610 | \$1,500 | \$918 | \$1,500 | \$1,500 |
| 41-41-7412 | Computer Equipment & Supplies | \$0 | \$750 | \$0 | \$750 | \$750 |

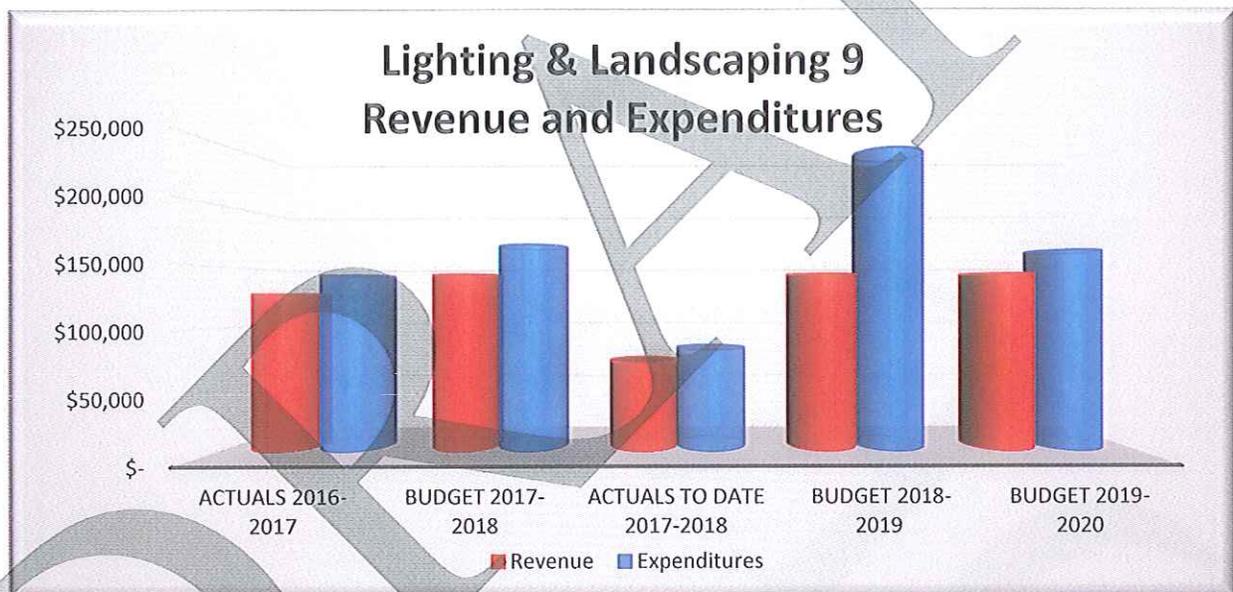
| | | | | | | |
|------------|----------------------------------|------------------|------------------|-----------------|------------------|------------------|
| 41-41-7413 | Miscellaneous Small Tools | \$927 | \$900 | \$341 | \$900 | \$900 |
| 41-41-7414 | Equipment Repair | \$234 | \$750 | \$374 | \$750 | \$750 |
| 41-41-7421 | Cleaning Supplies | \$0 | \$500 | \$0 | \$500 | \$500 |
| 41-41-7422 | Minor Equipment/Furniture | \$0 | \$500 | \$0 | \$500 | \$500 |
| 41-41-7424 | Postage | \$0 | \$50 | \$0 | \$50 | \$50 |
| 41-41-7425 | Office Supplies | \$645 | \$500 | \$185 | \$500 | \$500 |
| 41-41-7438 | Building Rent | \$7,800 | \$9,000 | \$860 | \$9,000 | \$9,000 |
| 41-41-7439 | Equipment Rental/Leasing | \$0 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 41-41-7440 | Facility Maintenance - Landscape | \$8,406 | \$12,750 | \$422 | \$12,750 | \$12,750 |
| 41-41-7441 | Building Maintenance | \$5,041 | \$3,000 | \$3,473 | \$3,000 | \$3,000 |
| 41-41-7451 | Insurance - Liability | \$5,968 | \$1,200 | \$0 | \$1,200 | \$1,200 |
| 41-41-7469 | Personal Protective Equipment | \$4,631 | \$1,500 | \$3,405 | \$1,500 | \$1,500 |
| 41-41-7470 | Safety Equipment & Supplies | \$0 | \$0 | \$99 | \$0 | \$0 |
| 41-41-7481 | Utilities/Electrical Cost | \$950 | \$1,350 | \$780 | \$1,350 | \$1,350 |
| 41-41-7482 | Utilities/Water Cost | \$19,032 | \$20,000 | \$16,334 | \$20,000 | \$20,000 |
| 41-41-7483 | Utilities/Waste Cost | \$2,298 | \$1,500 | \$1,155 | \$1,500 | \$1,500 |
| 41-41-7527 | Miscellaneous Services & Supply | \$0 | \$500 | \$0 | \$500 | \$500 |
| 41-41-7534 | Special Expense | \$139 | \$500 | \$0 | \$500 | \$500 |
| 41-41-7542 | Taxes & Assessments | \$484 | \$1,000 | \$0 | \$1,000 | \$1,000 |
| 41-41-7545 | Revenue Collection | \$423 | \$600 | \$423 | \$600 | \$600 |
| 41-41-7548 | Accounting (A/P, A/R, GL) | \$4,769 | \$0 | \$0 | \$0 | \$0 |
| | Total | \$142,677 | \$137,810 | \$72,198 | \$139,350 | \$139,350 |

DRAFT

Capital Improvements

| Account Code | Capital Improvements | Actual FY 2016-2017 | Budgeted FY 2017-2018 | Actuals to Date FY 2017-2018 | Budgeted FY 2018-2019 | Budgeted FY 2019-2020 |
|----------------|-----------------------------|---------------------|-----------------------|------------------------------|-----------------------|-----------------------|
| 41-1135 | Building & Improvements | \$0 | \$0 | \$0 | \$10,000 | \$0 |
| 41-1155 | Parks | \$0 | \$0 | \$6,040 | \$0 | \$0 |
| 41-1160 | Streetscapes | \$0 | \$0 | \$0 | \$0 | \$0 |
| 41-1100 | Equipment | \$0 | \$24,000 | \$0 | \$75,000 | \$2,500 |
| 41-1180 | Vehicle Replacement Fund | \$0 | \$5,000 | \$0 | \$5,000 | \$5,000 |
| To Be Assigned | Splash Pad Replacement Fund | \$0 | \$0 | \$0 | \$15,000 | \$15,000 |
| | Total | \$0 | \$29,000 | \$6,040 | \$105,000 | \$22,500 |

| | Actuals 2016-2017 | Budget 2017-2018 | Actuals To Date 2017-2018 | Budget 2018-2019 | Budget 2019-2020 |
|-----------------------------------|-------------------|------------------|---------------------------|------------------|------------------|
| Revenue | \$ 127,528 | \$ 143,000 | \$ 71,447 | \$ 143,000 | \$ 143,000 |
| Expenditures | \$ 142,677 | \$ 166,810 | \$ 82,030 | \$ 244,350 | \$ 161,850 |
| Revenues over Expenditures | \$ (15,149) | \$ (23,810) | \$ (10,583) | \$ (101,350) | \$ (18,850) |



Zone #9 is a Lighting and Landscaping District which maintains the Ravenswood area of Discovery Bay. Revenues are derived from an annual engineer's assessment and report. The Board of Directors approves the report and the assessment per residential property to cover the Operations and Maintenance, Capital Improvement and Reserve Budgets each fiscal year. This maintenance zone like Zone #8 runs very leanly. In the next fiscal year, the department will be purchasing a new play structure for the park and new equipment to maintain the landscape areas. Zone #9 will utilize its reserves for this purchase as to keep the assessment level for the residents of this maintenance district.

Reserves

| Account Code | Reserves & Restricted Accounts | Year-End FY 2016-2017 | Estimated FY 2017-2018 | Estimated FY 2018-2019 | Estimated FY 2019-2020 | Estimated FY 2019-2020 |
|----------------------------|--|-----------------------|------------------------|------------------------|------------------------|------------------------|
| Reserves | Zone 9 Reserves | \$177,721 | \$177,721 | \$92,721 | \$92,721 | \$92,721 |
| Infrastructure Replacement | Vehicle Replacement Fund | \$0 | \$5,000 | \$10,000 | \$15,000 | \$20,000 |
| Infrastructure Replacement | Splash Pad & Play Structure Replacement Fund | | | | \$5,000 | \$10,000 |
| | Total | \$177,721 | \$182,721 | \$102,721 | \$112,721 | \$122,721 |

Lighting and Landscaping District Zone #9 maintains a reserve. This reserve has been established for emergency use or project spending for the Lighting and Landscaping District Zone #9. In addition to the reserve, in 2017 the District developed a Vehicle Replacement Program. These funds are saved for the future replacements of the Lighting and Landscaping District vehicles and Park Splash Pad repairs.

DRAFT

Lighting & Landscaping Zone #9 Engineers Report

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted a Resolution annually, which directed HERWIT Engineering to prepare the assessment report. HERWIT provides the Draft of the Final Assessment Engineer’s Report to District Staff. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment.

HERWIT Engineering lists all factors leading to the increased assessment as well as the funds needed to maintain the reserve amount, and cover the increased cost of operations.

The Annual Assessment can be viewed on the Districts website at <http://www.todb.ca.gov/>.

DRAFT

Capital Projects

The Capital Improvement Projects for Fiscal Year 2018/2019 is valued at \$4,296,173. The budgeted projects include funding necessary to properly service, maintain and support the essential functions of District operations; continued rehabilitation of the wastewater lift stations as well as Water and Wastewater pipeline maintenance and replacements, Lighting & Landscaping Projects, and Equipment purchases. The District plans to add \$545,000 for Infrastructure Replacement Funds.

The CIP is broken down into ten (10) distinct areas – Wastewater Capital Improvements; Wastewater Structures & Improvements; Water Capital Improvements; Water Structures & Improvements; Equipment; Building & Improvements; Zone #8 Capital Improvements; Community Center; Zone #9 Capital Improvements and Infrastructure Replacement. All of the projects that are included as a part of the CIP represent projects that continue to maintain existing infrastructure, as well as preparing to accommodate future development.

Wastewater Capital Improvements and Structures & Replacements

For FY 2018/2019 the Wastewater CIP and Structures & Replacements represent five (5) major projects with multiple components per project for a total combined cost of \$2,319,000. These costs are allocated to the approved CIP projects including, Lift Station Improvements, SCADA Improvements, Plant 1 Refurbishment, Wastewater Distribution System & Maintenance, and Mainline Piping Replacement.

Water Capital Improvements and Structures & Replacements

For FY 2018/2019 The Water Wastewater CIP and Structures & Replacements includes four (4) projects at a total combined cost of \$1,507,173. The CIP projects include Water Supply Capacity (source, treatment & storage) and Upgrades & Maintenance of the Existing Water Supply Facilities, upgrading of hypo tanks and a Water Meter Cross Connection Survey.

Equipment Capital

The District plans to purchase a sweeping brush for the GEHL for \$5,000.

Vehicle Capital

There are no vehicle purchases planned for fiscal year 2018/2019.

Building and Improvements Capital

In fiscal year 2018/2019, the District plans to improve upon its security systems at our Water & Wastewater plant facilities. The District will be implementing new electronic gates and locks at all operations facilities.

Infrastructure Replacement Funds

In fiscal year 2018/2019, the District plans to add additional funds into the infrastructure replacement funds. \$275,000 for wastewater, \$250,000 for water, and \$20,000 for Zone #9.

Lighting & Landscaping Zone #8, Community Center & Zone #9 Capital

Lighting and Landscaping Zone #8 and #9 will be splitting the cost of a new Wood Chipper for a total amount of \$30,000; Zone #8 will pay 50% of the cost and Zone #9 will pay 50% of the cost. Zone #8 has also budgeted \$100,000 for the redesign of the front entrance into Discovery Bay. The Community Center,

under Zone 8, will be repairing the pool for a cost of \$250,000 and the Chemical Room for \$33,000. Zone #9 will be completing Trellis repairs and Maintenance and replacing the play structure at Ravenswood Park for a total of \$70,000.

Capital Project Listing

| Project # | Project Name | FY 16/17 Budget | FY 17/18 Budget | FY 18/19 Budget | FY 19/20 Budget | FY 20/21 Budget | FY 21/22 Budget |
|-----------|---|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | CIP for Water Supply Capacity (Source, Treatment, and Storage) | | | | | | |
| 52 | Well 8 - Site Acquisition, CEQA, Exploratory, Production Well, Pipeline, Design & Construction for 1,800 gpm well | | | \$400,000 | \$1,800,000 | | |
| | Abandon and Destroy Well 5A and Site Decommissioning | | | | \$75,000 | | |
| 61 | Newport WTP Storage Tank - Site Acquisition Earthwork, Foundation, 275,000 gallon Tank, Pipe, Valves, Controls | | | | \$820,000 | | |
| 55/57 | Willow Lake WTP Filter Project - 850 gpm Filter D, second Backwash Tank, Recycle Pumps Upgrade | | | | | \$700,000 | |
| | Contingency for Well Construction | | | | | | Future |
| | Upgrades and Maintenance for Existing Water Supply Facilities | | | | | | |
| 120 | Well 4A Rehab - Maintenance to Halt Well Decline, Pump Modifications, and Refurbishment | | | \$72,173 | | | |
| | Well 2 Rehab - Maintenance and Pump Upgrade to Water Lube | | | \$75,000 | | | |
| 108 | Newport WTP PLC/Control System Upgrade-SCADA Improvements | \$250,000 | | | \$213,324 | | |
| 121 | Water Storage Tank Maintenance | | \$75,000 | | | | |
| | Filter Media Replacements - Willow and Newport (5 filters \$25K ea.) | | | \$125,000 | | | |
| 111 | Stabilization Soils- Willow Lake WTP | | | \$20,000 | | | |
| | Water Distribution System | | | | | | |

| Project # | Project Name | FY 16/17 Budget | FY 17/18 Budget | FY 18/19 Budget | FY 19/20 Budget | FY 20/21 Budget | FY 21/22 Budget |
|-----------|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | Mainline Conditions Assessment - Develop Long-term Mainline CIP | | | | | \$150,000 | |
| | Mainline CIP Program Long-Term (budget to replace/upgrade 2-3 miles in Years 6-10) | | | | | | Future |
| | Pantages - Kellogg Creek Crossing 16-inch mainline from Discovery Pt to Point of Timber Rd - verify schedule?? | | | | \$375,000 | | |
| | Pantages - Kellogg Creek Crossing 16-inch mainline from Cabrillo Pt to Point of Timber Rd - verify schedule?? | | | | \$375,000 | | |
| | 6-inch pipeline replacement Lakeview Business Park (400 ft. Firwood to business park) | | | \$50,000 | \$200,000 | | |
| | Additional Capital Improvements - Water Distribution System & Maintenance | | | | | | |
| | Newport & Willow Lake Water Treatment Plant- Installation of spill containment curbing/diversion | | | \$20,000 | | | |
| | Upgrade Hypo Tanks at Newport & Willow Lake Water Treatment Plants | | | | | | \$25,000 |
| 115 | Water Meter Completion Project | | | | | | |
| | Water Meter Project | \$3,000,000 | | | | | |
| | Water Meter Cross Connection Survey | | | \$400,000 | | | |
| 15 | Annual Wastewater Lift Station Improvements | \$330,000 | | | | | |
| | Lift Station R | | \$87,500 | | | | |
| | Lift Station J | | \$87,500 | | | | |
| | Lift Station S | | \$87,500 | | | | |
| | Lift Station H | | \$87,500 | | | | |
| | Lift Station A | | | \$150,000 | | | |
| | Lift Station C | | | \$150,000 | | | |
| | Lift Station D | | | \$150,000 | | | |
| | Lift Station E | | | \$150,000 | | | |
| 112 | Clarifier Rehabilitation-Wastewater Distribution System | | | | | | |
| | Plant 2 Clarifier #3 System- Clarifier rehab/trough leveling | | | \$100,000 | | | |
| | Clarifier Launderers Cover Plant 2 | | | | | | \$300,000 |

| Project # | Project Name | FY 16/17 Budget | FY 17/18 Budget | FY 18/19 Budget | FY 19/20 Budget | FY 20/21 Budget | FY 21/22 Budget |
|-----------|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 110 | Wastewater Treatment Plant 1 Refurbishment | | | | | | |
| | <i>Rehab Includes: Ox Ditch 1 crack sealing & structural repair</i> | | | \$150,000 | | | |
| | <i>Ox Ditch 2 Rotor repairs, recoat steel</i> | | | \$150,000 | | | |
| | <i>Clarifier #1 & #2 rehab</i> | | | \$225,000 | | | |
| | <i>MCC Replacement & MCC Standby Generator 2016 dollars escalate at 4% (Combine with Denite Project)</i> | | | | | \$661,000 | |
| | <i>Influent Pump station odor control system</i> | | | \$120,000 | | | |
| | <i>Headworks coating, grating, instruments & misc.</i> | | | | \$75,000 | | |
| | <i>Storm Drain Improvements</i> | | | \$20,000 | | | |
| | <i>Reclaimed Water to Plant 1 for Maintenance Operations</i> | | | \$25,000 | | | |
| | <i>Pump Station W Valve/gate</i> | | | \$50,000 | | | |
| | Additional Capital Improvements - Wastewater Distribution System & Maintenance | | | | | | |
| 122 | Plant 2 RAS & WAS Pumping System-Covering Structure Installation | | | \$25,000 | | | |
| 109 | Replace Lagoon Dredge | | | \$110,000 | | | |
| 116 | Influent Pump station Generator | \$200,000 | | | | | |
| 113 | CCTV Van | | | | | | \$250,000 |
| 114 | Step Screen Headworks | | | | | \$200,000 | |
| 124 | Outfall Diffuser Engineers report | | \$45,000 | | | | |
| 125 | Outfall Diffuser Repairs | | | | \$500,000 | | |
| | O&M Manual for plant 1 & 2 and sewer pump stations - needed to operate Tittle 22 facility | | \$60,000 | \$140,000 | | | |
| 7 | Filtration Project | | | | | | |
| | Filtration Project Complete by Dec 2017 | \$7,070,740 | | | | | |
| | Plant 2 Paving | | | \$94,000 | | | |
| 87 | Denitrification Project | | | | | | |
| | Denitrification Project | | | | \$450,000 | \$5,000,000 | \$2,600,000 |
| | Relocate District Office | | | | | | |
| | Move District Main Office Building to a new site due | | | | \$250,000 | | |

| Project # | Project Name | FY 16/17 Budget | FY 17/18 Budget | FY 18/19 Budget | FY 19/20 Budget | FY 20/21 Budget | FY 21/22 Budget |
|-----------|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | to Willow Lake Storage Tank | | | | | | |
| | Vehicle & Equipment Purchases | | | | | | |
| 20 | Truck | \$30,000 | \$35,000 | | | | |
| 126 | Leak Detection Equipment | | \$25,000 | | | | |
| 127 | Sweeping Brush for the GEHL | | | \$5,000 | | | |
| 128 | District Message Boards | | \$80,000 | | | | |
| 129 | Mainline Piping Replacement 235 feet of pipe replacement (Lakeview Business Plaza from Cherry Hills) | | \$250,000 | | | | |
| 130 | District Security | | | | | | |
| | Cameras | | | \$50,000 | | | |
| | Gates | | \$40,000 | | | | |
| | Locks | | \$20,000 | | | | |
| 131 | Master Plans Services | | | | | | |
| | Water Master Plan | | | \$75,000 | \$75,000 | | |
| | Wastewater Master Plan | | | \$200,000 | | | |
| | Water Infrastructure Replacement | | | | | | |
| | Water Infrastructure Replacement Fund | \$200,000 | \$200,000 | \$200,000 | \$200,000 | \$200,000 | \$200,000 |
| | Booster Pump Replacement Fund | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 |
| | Generators Replacement Fund | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| | Facility Replacement Fund | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| | Vehicle Replacement Fund | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| | Wastewater Infrastructure Replacement | | | | | | |
| | Wastewater Infrastructure Replacement Fund | \$200,000 | \$200,000 | \$200,000 | \$200,000 | \$200,000 | \$200,000 |
| | Collection Pumps & Motors Replacement Fund | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 |
| | Generators Replacement Fund | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| | Facility Replacement Fund | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| | Vehicle Replacement Fund | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 | \$15,000 |
| | Lighting & Landscaping Zone 8 | | | | | | |
| | Streetscapes Equipment | | \$2,500 | \$100,000 | | | |
| | Light Pole Replacement Fund | | \$30,000 | | \$30,000 | \$30,000 | \$30,000 |
| | Vehicle Replacement Fund | | \$5,000 | | \$5,000 | \$5,000 | \$5,000 |

| Project # | Project Name | FY 16/17 Budget | FY 17/18 Budget | FY 18/19 Budget | FY 19/20 Budget | FY 20/21 Budget | FY 21/22 Budget |
|-----------|--------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | Z8 Community Center | | | | | | |
| | Pool | | | \$250,000 | | | |
| | Pool Chemical Room | | | \$33,000 | | | |
| | Park/Tennis Courts | | | | \$70,000 | | |
| | Swimming Pool Replacement Fund | | | | \$5,000 | \$5,000 | \$5,000 |
| | Tennis Court Replacement Fund | | | | \$5,000 | \$5,000 | \$5,000 |
| | | | | \$250,000 | | | |
| | Lighting & Landscaping Zone 9 | | | | | | |
| | Building & Improvements | | | \$10,000 | | | |
| | Equipment | | \$24,000 | \$75,000 | \$2,500 | | |
| | Vehicle Replacement Fund | | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 |
| | Splash Pad Replacement Fund | | | \$15,000 | \$15,000 | \$15,000 | \$15,000 |

DRAFT

District Reserves, Infrastructure Replacement Funds & Capacity, and Connection Fees

The Town of Discovery Bay Community Services District has a reserve fund for each department as well as Infrastructure Replacement Funds. The reserve funds are saved annually and set aside by the District to fund any future costs of upkeep or any unexpected expenses that may arise over the course of the fiscal year.

The Infrastructure Replacement Funds are restricted funds saved annually and set aside for a specific future or unexpected costs that may arise over the course of the fiscal year.

Capacity and Connection Fees (Developer Fees) these fees are restricted revenues received by developers for connecting into the Districts water and wastewater supply. These monies can only be used for infrastructure repairs or new construction for the water or wastewater treatment facilities.

Reserve Funds

| Account Code | Reserves | Year-End FY 2016-2017 | Estimated End of Year FY 2017-2018 | Estimated FY 2018-2019 | Estimated FY 2019-2020 | Estimated FY 2020-2021 |
|--------------|---------------------|-----------------------|------------------------------------|------------------------|------------------------|------------------------|
| Reserves | Water Reserves | \$1,677,759 | \$48,652 | \$48,652 | \$48,652 | \$48,652 |
| Reserves | Wastewater Reserves | \$2,516,638 | \$2,516,638 | \$2,516,638 | \$2,516,638 | \$2,516,638 |
| Reserves | Zone 8 Reserve Fund | \$399,138 | \$399,138 | \$284,138 | \$284,138 | \$284,138 |
| Reserves | Zone 9 Reserves | \$177,721 | \$177,721 | \$92,721 | \$92,721 | \$92,721 |
| Reserves | Total | \$4,771,256 | \$3,142,149 | \$2,942,149 | \$2,942,149 | \$2,942,149 |

Infrastructure Replacement Funds

| Account Code | Restricted Accounts | Year-End FY 2016-2017 | Estimated End of Year FY 2017-2018 | Estimated FY 2018-2019 | Estimated FY 2019-2020 | Estimated FY 2020-2021 |
|----------------------------|--|-----------------------|------------------------------------|------------------------|------------------------|------------------------|
| Infrastructure Replacement | Booster Pump Replacement Fund | \$115,068 | \$135,068 | \$155,068 | \$175,068 | \$195,068 |
| Infrastructure Replacement | W Infrastructure Replacement Fund | \$812,290 | \$218,728 | \$418,728 | \$618,728 | \$818,728 |
| Infrastructure Replacement | Generators Replacement Fund | \$49,200 | \$59,200 | \$69,200 | \$79,200 | \$89,200 |
| Infrastructure Replacement | Facility Replacement Fund | \$56,000 | \$66,000 | \$76,000 | \$86,000 | \$96,000 |
| Infrastructure Replacement | Vehicle Replacement Fund | \$56,000 | \$66,000 | \$76,000 | \$86,000 | \$96,000 |
| Infrastructure Replacement | Water Pipeline Distribution Replacement Fund | \$184,000 | \$537,000 | \$1,032,000 | \$1,032,000 | \$1,032,000 |

| Account Code | Restricted Accounts | Year-End FY 2016-2017 | Estimated End of Year FY 2017-2018 | Estimated FY 2018-2019 | Estimated FY 2019-2020 | Estimated FY 2020-2021 |
|----------------------------|--|-----------------------|------------------------------------|------------------------|------------------------|------------------------|
| Infrastructure Replacement | Collection Pumps & Motors Replacement | \$172,602 | \$202,602 | \$232,602 | \$262,602 | \$292,602 |
| Infrastructure Replacement | WW Infrastructure Replacement Fund | \$1,150,000 | \$1,350,000 | \$1,550,000 | \$1,750,000 | \$1,950,000 |
| Infrastructure Replacement | Generators Replacement Fund | \$74,029 | \$89,029 | \$104,029 | \$119,029 | \$134,029 |
| Infrastructure Replacement | Facility Infrastructure Replacement Fund | \$84,000 | \$99,000 | \$114,000 | \$129,000 | \$144,000 |
| Infrastructure Replacement | Vehicle Replacement Fund | \$84,000 | \$99,000 | \$114,000 | \$129,000 | \$144,000 |
| Infrastructure Replacement | LL8 Vehicle Replacement Fund | \$0 | \$0 | \$0 | \$5,000 | \$10,000 |
| Infrastructure Replacement | LL8 Light Pole Replacement Fund | \$0 | \$0 | \$0 | \$30,000 | \$60,000 |
| Infrastructure Replacement | LL8 Playground Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| Infrastructure Replacement | CC Swimming Pool Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| Infrastructure Replacement | CC Tennis Court Replacement Fund | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| Infrastructure Replacement | LL9 Splash Pad & Playground Replacement Fund | | | | \$5,000 | \$10,000 |
| Infrastructure Replacement | LL9 Vehicle Replacement Fund | \$0 | \$0 | \$0 | \$5,000 | \$10,000 |
| | Total | \$2,837,189 | \$2,921,627 | \$3,941,627 | \$4,511,627 | \$5,096,627 |

Developer Fees

| Account Code | Restricted Accounts | Year-End FY 2016-2017 | Estimated End of Year FY 2017-2018 | Estimated FY 2018-2019 | Estimated FY 2019-2020 | Estimated FY 2020-2021 |
|----------------|---------------------------------------|-----------------------|------------------------------------|------------------------|------------------------|------------------------|
| Developer Fees | Capacity & Connection Fees Water | \$1,034,016 | \$1,407,466 | \$1,437,466 | \$1,467,466 | \$1,497,466 |
| Developer Fees | Capacity & Connection Fees Wastewater | \$2,124,236 | \$2,434,742 | \$2,509,742 | \$2,584,742 | \$2,659,742 |
| | Total | \$3,158,252 | \$3,842,208 | \$3,947,208 | \$4,052,208 | \$4,157,208 |

Public Financing Authority

A Public Financing Authority or (PFA) is a tax-exempt bond issuing authority that was created by local governments, for local governments, with the goal of increasing and streamlining economic development projects. PFA was established to simplify the issuance of conduit bonds.

The Town of Discovery Bay, prior to issuing Lease Revenue Bonds that will be necessary to finance large capital projects, must first become a member of a financing authority. While there are a number of financing authorities throughout the state which the District could join and become a member, it is also not uncommon for two agencies to form their own Joint Powers Authority (JPA) to facilitate the establishment of a financing authority.

In 2012 District staff met with the staff of the Byron Bethany Irrigation District (BBID) and both parties along with their Board of Directors decided that the two agencies create a JPA to establish a financing authority. As a result, two separate JPA's were formed – one for the benefit of Discovery Bay and one for the benefit of the BBID. This provides both agencies the ability to utilize the JPA as a financing authority as they deem appropriate. Each JPA is solely responsible for their Authority.

Counsel advised that the formation of the JPA's would mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective JPA to issue Municipal Bonds as future needs arise.

The formation of the JPA's requires two separate legal public entities to facilitate the creation of a new legal entity in accordance with Article 1 of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California. It is proposed that a five-member board governs the Town of Discovery Bay JPA, comprised of the Board of Directors for the Town and that a five-member board governs the BBID JPA, comprised of the Board of Directors for the BBID (the "Governing Board(s)").

At the time of the formation, there were minimal cost implications to the Town of Discovery. The costs were related to staff time spent on administrative tasks associated with meetings of the JPA. In the future, there would be significant interest cost savings for financings associated with the JPA.

Debt Service

The Town of Discovery Bay, prior to issuing Lease Revenue Bonds in 2012 which was necessary to finance a large capital project, first needed to become a member of a financing authority. In 2012 The Town of Discovery Bay created a JPA with Byron Bethany Irrigation District (BBID).

At the time the District's former Bond Counsel recommended the formation of a Discovery Bay JPA as well as a BBID JPA as the superior "vehicle" to structure and issue tax-exempt municipal debt issuances ("Municipal Bonds"). Counsel advised that the formation of the JPA's would mutually benefit both the Town as well as the BBID in that either district could utilize the financing powers of their respective JPA to issue Municipal Bonds as future needs arise.

The 2012 Municipal bonds were issued for \$14,100,000. The projects under this bond are listed below:

** to date all monies have been expended.*

| 2012 Bonded Projects | Bond Year | Project Cost |
|---|-----------|-------------------------|
| Water Project Improvements | | |
| Planning & Construction of Well #7 | 2012 | \$1,500,000.00 |
| | | |
| Wastewater Project Improvements | | \$250,000.00 |
| UV Bank 4 Installation | 2012 | \$500,000.00 |
| Lift Station F Rehabilitation | 2012 | \$1,050,000.00 |
| Influent Pump station | 2012 | \$400,000.00 |
| Re-Activate Pump Station W | 2012 | \$250,000.00 |
| Emergency Storage Facilities | 2012 | \$6,050,000.00 |
| Splitter Box, Ox Ditch, Clarifier, RAS Pumps at Plant 2, Standby Aerators | 2012 | \$3,800,000.00 |
| New Solar Dryer and Belt Presses | 2012 | \$300,000.00 |
| Contingency | 2012 | |
| | | |
| Total | | *\$14,100,000.00 |

In 2017 the District issued its second Municipal bond for \$8,825,000. The projects under this bond are listed below: ** investors paid a premium for these bonds, variance between \$8.825M and \$8.900M.*

| 2017 Bonded Projects | Bond Year | Project Cost |
|--|-----------|------------------------|
| Water Project Improvements | | |
| Water Meter Completion Project | 2017 | \$1,500,000.00 |
| | | |
| Wastewater Project Improvements | | |
| Filtration Project | 2017 | \$7,400,000.00 |
| | | |
| Total | | *\$8,900,000.00 |

Debt Service Payments

| Debit Service Payments | Bond | Date | Amount Paid |
|------------------------|------|----------------|-----------------------|
| Deutsche Bank | 2012 | November 2012 | \$139,167.40 |
| Deutsche Bank | 2012 | April 2013 | \$254,283.46 |
| US Bank | 2012 | October 2013 | \$559,355.55 |
| US Bank | 2012 | April 2014 | \$266,453.90 |
| US Bank | 2012 | October 2014 | \$561,456.04 |
| US Bank | 2012 | April 2015 | \$263,505.78 |
| US Bank | 2012 | November 2015 | \$586,505.15 |
| US Bank | 2012 | April 2016 | \$258,919.88 |
| US Bank | 2012 | September 2016 | \$568,886.14 |
| US Bank | 2012 | April 2017 | \$257,218.89 |
| US Bank | 2012 | October 2017 | \$567,173.50 |
| US Bank | 2017 | October 2017 | \$248,064.90 |
| US Bank | 2012 | April 2018 | \$255,010.04 |
| US Bank | 2017 | April 2018 | \$176,382.68 |
| Total | | | \$4,962,383.31 |

DRAFT

District Awards

The Town has earned District of Distinction, District Transparency Certificate of Excellence, and Special District Governance Gold-Level through *Special District Leadership Foundation (SDLF)*.

**(The District of Distinction was awarded in 2014, recertification was completed in 2016, and recertification is again in the process in 2018.)*

The Board of Directors and the General Manager of the Town of Discovery Bay have each achieved individual recognition in SDLF Special District Governance

DRAFT

Supplemental Information

Glossary

ADOPTED OPERATING BUDGET: The official budget as approved by the Board of Directors at the start of each fiscal year.

APPROPRIATION: A legal authorization by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time when it may be expended.

BENEFITS: These include retirement/pension, health, life and disability insurance, worker's compensation, vacation, administrative, medical, and special leave of absence time.

BUDGET: A plan of financial operation comprised of estimated expenditures for a given period (a single fiscal year for the District) and the proposed means of financing the expenditures (through revenues).

BUDGET MESSAGE (Transmittal Letter): A written discussion of the proposed budget presented by the Finance Manager to the Board of Directors.

CAPITAL IMPROVEMENT PROJECT: The budget unit to group all activities and costs necessary to implement a specific capital improvement and/or acquisition. A project can include the construction, acquisition, expansion, replacement, or rehabilitation of a physical facility or improvement. Projects often include planning and design, land acquisition, and project management costs related to such facilities and improvements.

DEBT SERVICE: Established for the payment of interest and principal on all debt other than payable exclusively from special assessments.

DEPARTMENT: A major organizational group of the District with overall management responsibility for an operation or a group of related operations within a functional area.

EXPENSES: Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

FISCAL YEAR: A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position, the results of the operations, and adopts a budget for the coming year. The Town of Discovery Bay's fiscal year is from July 1 to June 30.

FUND: A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts, recording resources, related liabilities, obligations, reserves, and equities segregated for the purpose of carrying out specific activities of attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE: Is an accumulation of revenues minus expenditures. Each fund maintained by the District has a fund balance. Fund balance can be used in future years for purposes determined by City Council.

OBJECTIVE: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. A good statement of objective should imply a specific standard of performance for a given program.

PRELIMINARY BUDGET: A budget in its preliminary preparation stage prior to review and formulation by the Board of Director's. In the preliminary stage, a budget forecasting current costs into the future and new or modified spending proposals for the future.

PROPOSED BUDGET: The budget as formulated and proposed by Finance Manager; it is submitted to the Board of Director's for review and approval.

RESOLUTION: A special or temporary order of a legislative body requiring less formality than an ordinance.

REVENUE: Money that the District receives as income such as utility payments, fees from specific services, receipts from other governments, fines, grants, and interest income.

SALARIES AND BENEFITS: Compensation paid to or on behalf of District employees for salaries and wages, overtime. Benefits include health, and life.

DRAFT



Town of Discovery Bay

“A Community Services District”

STAFF REPORT

Meeting Date

June 6, 2018

Prepared By: Michael R. Davies, General Manager

Submitted By: Michael R. Davies, General Manager

MRD

Agenda Title:

Call for Vote for Special District Representative to the County Wide Redevelopment Agency.

Recommended Action:

Staff recommends that Board President Graves, or in his absence Board Vice President Mayer, be directed to cast a vote for candidate Susan Morgan as Special District Representative to the County Wide Redevelopment Agency; and direct staff to forward the signed ballot to the Contra Costa LAFCO office no later than June 30, 2018.

Executive Summary:

In 2011, the State of California dissolved redevelopment agencies throughout the state and created Redevelopment Agency (RDA) oversight boards as successor agencies. As part of this legislation, on July 1, 2018, the more than 400 RDA oversight boards in California will be consolidated into one oversight board per county (except Los Angeles which will have five). The Contra Costa County RDA oversight board will have seven seats, one of which is a special district seat appointed by the local Independent Special District Selection Committee (“ISDSC”). The ISDSC consists of the presiding officer (or his/her designee) of the legislative body of each independent special district in the County.

A call for nominations for the RDA oversight board seat was issued, and on May 2, 2018, nominations were solicited from the Discovery Bay CSD Board; none were received.

Nominations closed on May 30, 2018 and there are two candidates for the special district seat: Susan Morgan with Ironhouse Sanitary District and Raemona Williams with Rodeo Hercules Fire Protection District. The nominee that receives the most votes among the ballots received will be appointed to the seat, and the candidate with the second most votes will be appointed “alternate.”

Each district is being asked to complete and return its signed ballot to Contra Costa LAFCO office either by email or U.S. Mail. Completed ballots from a majority of the districts (at least 23) must be received no later than **June 30th**. If a majority of ballots is not received by June 30th, a further extension of this election may be required.

Staff has reviewed the candidate statement of Susan Morgan (attached). Staff has not received a candidate statement from Raemona Williams.

Staff recommends that Board President Graves, or in his absence Board Vice President Mayer, be directed to cast a vote for candidate Susan Morgan.

Previous Relevant Board Actions for This Item

May 2, 2018 Call for Nominations

Attachments

Memo to Districts - RDA Oversight Board Election
Ballot for Electing RDA Oversight Board Member 05-31-08
Susan Morgan Candidate Statement



DATE: April 25, 2018

To: Board Chair and Clerk, Each Independent Special District

FROM: Lou Ann Texeira, Executive Officer, Contra Costa LAFCO

SUBJECT: **CALL FOR NOMINATIONS TO APPOINT AN INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE TO THE COUNTYWIDE REDEVELOPMENT AGENCY OVERSIGHT BOARD**

Dear District Chair:

BACKGROUND

In 2011, the State of California dissolved redevelopment agencies throughout the state and created redevelopment agency (RDA) oversight boards as successor agencies. As part of this legislation, on July 1, 2018, the more than 400 RDA oversight boards in California will be consolidated into one oversight board per county (with the exception of Los Angeles which will have five). In Contra Costa County, there are 17 RDA oversight boards which will be consolidated into one board per Health & Safety Code §34179(j).

When this occurs, each county’s Independent Special District Selection Committee (“ISDSC”) will be granted authority to appoint *one special district representative* to the county’s RDA oversight board. If this committee fails to appoint the special district representative by July 15, 2018, the Governor will make the appointment on its behalf. The Governor may also appoint individuals for any member position that remains vacant for more than 60 days. Therefore, it is important that the independent special districts in Contra Costa County take proactive steps to ensure a successful local appointment process.

ELIGIBILITY REQUIREMENTS

There are 44 independent special districts in Contra Costa County (excluding multi-county districts) that are eligible to participate in the election. A board member from any of the 44 independent special districts is eligible to be appointed to the RDA oversight board. Of the 44 independent special districts, the following have territory in the jurisdiction of a former RDA:

| | |
|---|---|
| Alamo Lafayette Cemetery District | Los Medanos Community Healthcare District |
| Ambrose Recreation & Park District | Pleasant Hill Recreation & Park District |
| Byron Brentwood Knightsen Union Cemetery District | Rodeo Hercules Fire Protection District |
| Central Contra Costa Sanitary District | Rodeo Hercules Sanitary District |
| Contra Costa Mosquito & Vector Control District | San Ramon Valley Fire Protection District |
| Contra Costa Resource Conservation District | Stege Sanitary District |
| Contra Costa Water District | West Contra Costa Healthcare District |
| East Contra Costa Irrigation District | West County Wastewater District |
| Ironhouse Sanitary District | |

Members representing a majority (23) of the 44 independent special districts shall constitute a quorum for the conduct of the election. No action may be taken by the committee if there is no quorum.

Your district's representative on the ISDSC is the presiding officer of the legislative body of the district (i.e., board chairperson) or an alternate board member, as appointed by your board. *See attached list used in the recent election for the LAFCO special district seats. Please provide updated information as needed. *We encourage all independent special districts to vote!*

SELECTION OF SPECIAL DISTRICT REPRESENTATIVE TO COUNTY RDA OVERSIGHT BOARD

Pursuant to Government Code §56332 *et seq.*, the LAFCO Executive Officer is giving written notice and calling for nominations for an independent special district member to the countywide RDA oversight board. As with the recent appointment of the special district seats to LAFCO, and as provided for in LAFCO law, this election will be conducted by mail/email.

Enclosed is a nomination form to be completed by your special district's presiding officer, or his or her alternate as designated by your board. Please return this nomination form to Contra Costa LAFCO by email or mail prior to the end of the nominating period, **May 30, 2018**. Feel free to attach a brief resume and/or candidate statement (one page) of the nominee, if you choose.

At the end of the nominating period, if only one candidate is nominated, that candidate shall be deemed appointed by the committee. If two or more candidates are nominated, the LAFCO Executive Officer will prepare and deliver ballots and voting instructions to the districts. The nominee with the second most votes among all ballots received will be appointed "alternate."

SCHEDULE

The election schedule is as follows:

| | |
|----------------|----------------------------|
| April 25, 2018 | Start of Nomination Period |
| May 30, 2018 | End of Nomination Period |
| May 31, 2018 | Start of Voting Period |
| June 30, 2018 | End of Voting Period |
| July 2, 2018 | Ballots Counted |
| July 2, 2018 | Results Announced |

Contra Costa LAFCO encourages your district to participate in the election process. If you have any questions, please contact Contra Costa LAFCO by phone at 925-335-1094 or email LouAnn.Teixeira@lafco.cccounty.us.

Sincerely,

Lou Ann Teixeira, Executive Officer
Contra Costa LAFCO

Attachments:

- Nomination Form
- List of Independent Special Districts

c: Each Commissioner, Contra Costa LAFCO
Robert R. Campbell, Contra Costa County Auditor-Controller
Maureen Toms, AICP, Contra Costa County Department of Conservation and Development

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE
CONTRA COSTA COUNTY
May 31, 2018

OFFICIAL BALLOT

Election of Redevelopment Agency (RDA) Oversight Board Member

Vote for one:

- Raemona Williams, Rodeo Hercules Fire Protection District
- Susan Morgan, Ironhouse Sanitary District

***The second highest vote-getter will be designated the ALTERNATE RDA Oversight Board Member

Name of Voting District: _____

Name of Voting Member: _____
(please print)

Signature of Voting Member: _____

**CANDIDATE STATEMENT OF SUSAN MORGAN
FOR THE COUNTY RDA OVERSIGHT BOARD**

I would like to represent the independent Special Districts on the County Redevelopment Agency Oversight Board. I currently sit on the Board of Directors of two Special Districts: the Ironhouse Sanitary District, and the East Contra Costa Fire Protection District. In addition, I have been active in our Contra Costa chapter of the California Special Districts Association (CCSDA). Last year, I was a member of the Speaker's Committee of CCSDA, and organized our special October meeting on the *Ad Valorem Property Tax Allocation / Re-allocation*. This year, I have been elected as your Member-At-Large to CCSDA, and have been appointed as Chairperson of the Speaker's Committee. In those capacities, I am working, along with the CCSDA Executive Committee and Speaker's Committee, on a number of programs for you at CCSDA, for both this year and next.

By way of background, I am a business attorney, focusing on advising startups (particularly, technology startups) regarding corporate matters, financings, and governance. I hold a B.A. from UCLA in Quantitative Psychology; an M.A. from UCLA in Cognitive Psychology; and a J.D. from Santa Clara University School of Law.

I would like to ensure that the liquidation of county redevelopment agency assets and the distribution of county redevelopment agency funds is managed in a manner that protects the interests of special districts. I look forward to receiving your vote, and thank you for your consideration.

Byron Municipal Advisory Council



Father Ron Schmit, Chair

Office of Supervisor Diane Burgis
Contact: Lea Castleberry
3361 Walnut Blvd., Suite 140
Brentwood, CA 94513

Respectfully submitted by:
Deputy Chief of Staff, Lea Castleberry

*The Byron Municipal Advisory Committee serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

Draft Record of Actions

6:00 p.m.

March 28, 2018

MEMBERS PRESENT: Chair Schmit, Vice Chair Thuman, Councilmember Lopez, Councilmember Maggiore and Councilmember Nisen,

MEMBERS ABSENT: None

PRESENTATION OF COLORS: Led by Chair Schmit

APPROVAL OF AGENDA: Motion to approve agenda as presented made by Councilmember Nisen. Second made by Councilmember Lopez. Motion Carried 5-0. AYES: Schmit, Thuman, Lopez, Maggiore and Nisen

PUBLIC COMMENTS: Jonathan Dorr – request to lower speed limit to 25 MPH in town. Steve Larsen – weeds at Camino Diablo and Holway; motorcycle speeding daily on Camino Diablo from 4:30pm – 4:45pm.

REPORTS:

- a. **East Contra Costa Fire Protection District:** Chief Ross Macumber provided the activity report for the month of February; Open House May 12th from 10am – 1pm at Cal Fire Station on Marsh Creek; ECCFPD Weed Abatement Ordinance.
- b. **Office of the Sheriff:** No Report. Lea Castleberry provided the activity report for the month of February.
- c. **California Highway Patrol:** Officer Donnie Thomas provided the activity report for the month February.
- d. **District III Supervisor's Office:** Lea Castleberry reported Supervisor Burgis' Illegal Dumping Forum on April 5th from 9am – noon at the Antioch Community Center; Road Work on Vasco Road and expect delays; Potholes on Byron Hwy in front of the Aloha Club fixed.

CONSENT ITEMS:

- a. **Approval of Record of Actions for February 27, 2018:** Motion to correct spelling for “Abstain” on item (a.) under Discussion/Action Items and approve made by Vice Chair Thuman. Second made by Councilmember Nisen. Motion carried 5-0. Schmit, Thuman, Lopez, Maggiore and Nisen.

PRESENTATIONS:

- a. None.

ITEMS FOR DISCUSSION AND/OR ACTION:

- a. **Agency Comment Request DP18-3002/RZ18-3240 – Applicant requests approval of a Development Plan for a new Planned Unit District with a Rezone; proposed uses include outdoor solar power generation, grazing, honey bee forage, habitat, and other agricultural uses:** Marisa Mitchell from Intersect Power presented the Delta Ranch Project overview to the Council. Questions/comments raised by the Council:
 - Where do the panels come from?
 - Fire Services
 - Where are the workers coming from? Will you be hiring locally?
 - Will you provide road improvements to Byron Hwy due to impacts?
 - Council is looking for an in-kind donation back to the community
 - Local concrete companies should be used if close to bid
 - Dedicate money towards the Airport Expansion Project
 - What kind of fencing will be used?

This meeting record is provided pursuant to Better Government Ordinance 95-6, Article 25-2.205(d) of the Contra Costa County Ordinance Code.

- How will you deal with theft issues?
- Will plants/bushes be used on fence line to hide panels?
- Where is the energy going?
- Will there be a return to source with tax money?

Motion to approve with the condition that Intersect Power works with CCTA on 239 and Bypass Connector and road improvements to Byron Hwy made by Councilmember Lopez. Second made by Councilmember Nisen. Motion Carried: 5-0. AYES: Schmit, Thuman, Lopez, Maggiore and Nisen.

- b. Choose the 2018 Community Clean-Up Date:** Motion to choose Saturday, October 20, 2018 as the Byron Community Clean-Up Day made by Councilmember Lopez. Second made by Vice Chair Thuman. Motion Carried: 5-0. AYES: Schmit, Thuman, Lopez, Maggiore and Nisen.

CORRESPONDENCE/ANNOUNCEMENTS:

- a. R-02/26/18 Contra Costa County Planning Commission Cancellation Notice for February 28, 2018
- b. R-02/28/18 Contra Costa County Zoning Administrator Agenda for March 5, 2018
- c. R-03/09/18 Contra Costa County Planning Commission Agenda for March 14, 2018
- d. R-03/07/18 Public Hearing Notice for March 19, 2018
- e. R-03/09/18 Contra Costa County Zoning Administrator Agenda for March 19, 2018
- f. R-03/15/18 Contra Costa County Planning Commission Cancellation Notice for March 28, 2018

FUTURE AGENDA ITEMS

- a. None

ADJOURMENT

There being no further business before the Byron Municipal Advisory Council, Chair Schmit adjourned the meeting. The next scheduled Byron Municipal Advisory Council meeting on Wednesday, May 22, 2018 at 6:00p.m. to be held at Byron Union School District – Board Room/Library, 14301 Byron Highway in Byron.